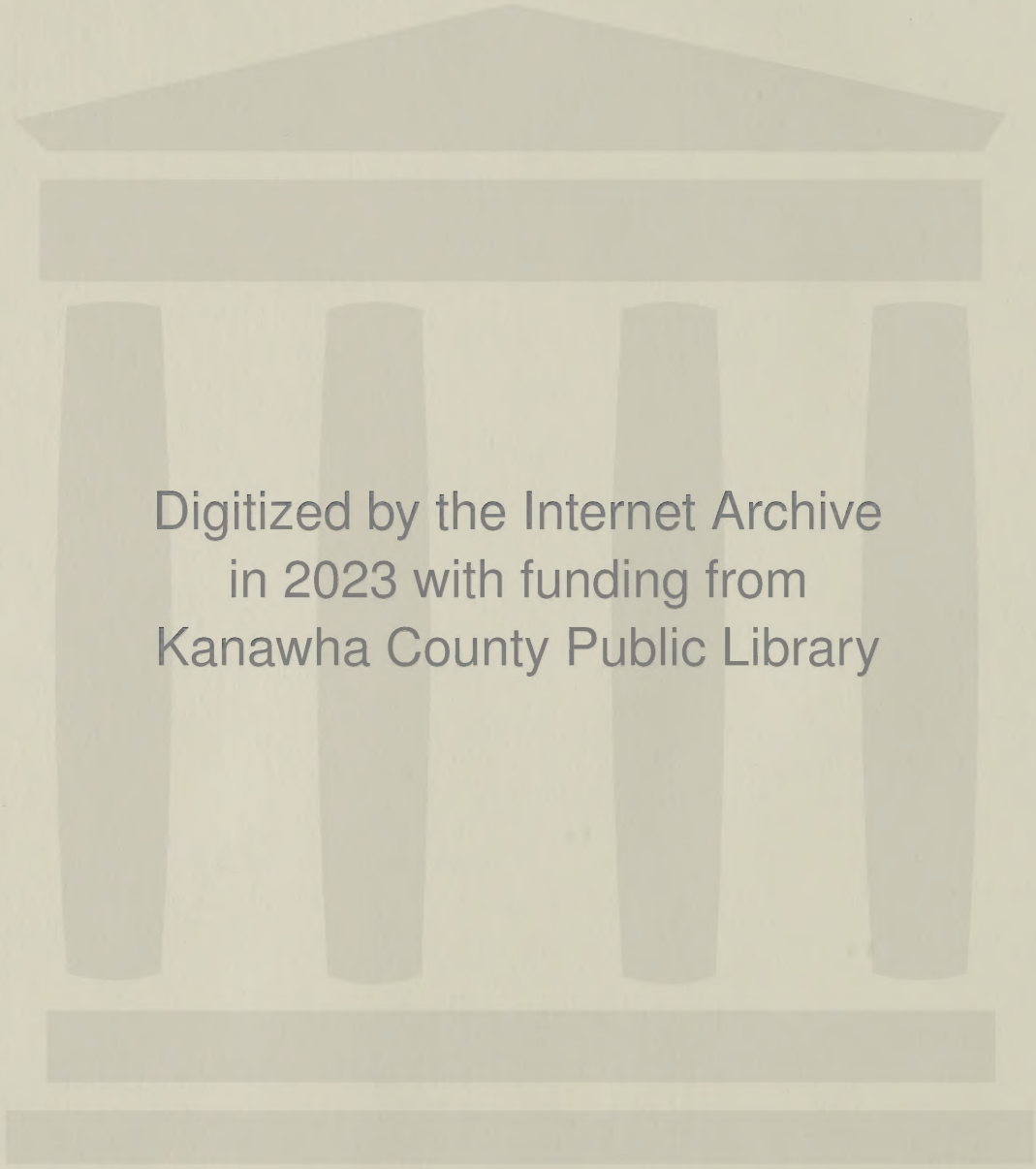
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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 10, 2006

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 10, 2006 at 2:00 p.m. at the Cross Lanes Branch Library.

The following members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Ms. Gage	Ms. Tarr
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Mr. David Aleshire, Ms. Gae Anderson and Mr. Bob Hiser, Elk Valley Advisory Board members,

Mr. Bob Becher, former Building Committee member, Ms. Faith Bragg, Ms. Sharon Ladriere, Friends of the Library, Ms. Dorinda Custer, Dunbar Advisory Board member, Ms. Roberta Jones, representing Mayor Danny Jones, City of Charleston, Mr. David Koonts, St. Albans Advisory Board member, Mr. Bruce Moss and Ms. Frances Sloan, former KCPL Board members and Ms. Betty Sheppard, Marmet Advisory Board member.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Dr. Byrd, and unanimously carried, the minutes of the June 12, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Poffenbarger, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $56,051.67 and the General Bills in the amount of $ 130,657.74 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $801.70 duly certified and approved in accordance with the Bylaws and on motion of Ms. Poffenbarger, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

REPORTS OF COMMITTEES:

1. Building Committee. Upon motion by Mr. Rolston, seconded by Ms. Poffenbarger, and unanimously carried, the following resolution was approved:

WHEREAS, the Library's planned construction program will involve the negotiation for and acquisition of a number of property sites in the Elk Valley and Marmet areas and for the proposed main library site in Charleston; and

WHEREAS, it has been determined that professional assistance in reviewing, assessing, negotiating for, and acquiring these properties is needed to assist library staff and the Board of Directors and to enable the Library to move forward with these projects; and

WHEREAS, the Building Committee has publicly solicited and reviewed solicited proposals for property acquisition services;

NOW THEREFORE BE IT, RESOLVED, that a contract for property acquisition services be awarded to Charter Associates on the terms and conditions as approved by the Building Committee; and be it further

RESOLVED, that the President and Library Director be, and they hereby are, authorized to prepare and sign any documents or take any steps necessary or incidental to carrying out the foregoing recitals or resolution.

2. Nominating Committee. Mrs. Rugeley reported that the Nominating Committee was recommending the following slate of officers for the 2006/2007 fiscal year:

- Mr. Mike Albert – President
- Dr. Ken Bailey – First Vice President
- Mr. Matt Smith – Second Vice President
- Ms. Linda G. Wright – Secretary/Treasurer

There being no nominations from the floor, upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger, the above-named officers were elected by acclamation.

OLD BUSINESS:

None.

NEW BUSINESS:

Ms. Wright presented an annual report highlighting the accomplishments of the library system during the 2005/206 fiscal year. A copy of the annual report is attached to the minutes of this meeting.

Mr. Travis Lloyd, Web Services Coordinator, made a presentation about KCPL's Website. The following library patrons did presentations on "How the Library Has Influenced Me" Mayor Roger Wolfe, City of Dunbar, Ms. Sarah Mandirola, Ms. Jennifer Miles, Ms. Rachel Maynard, Mr. Carter Maynard, Ms. Erin Kiser, and Mr. Jordan Richardson.

Mr. Albert stated that Ms. Linda Wright has submitted her notice of intent to retire effective September 2007. Ms. Wright has lead numerous projects, including launching the building initiatives that are now underway. Mr. Albert stated that over the next year the Board will continue to work with Ms. Wright to move all the projects forward and that over the next several months the Board will undertake the difficult job of finding a replacement for her.

There being no further business, the meeting was adjourned.

President

Secretary

Kanawha County Public Library

Annual Report

2005 - 06

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Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Mission:

The mission of the Kanawha County Public Library system is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

Kanawha County Public Library system

Board of Directors

Michael Albert, President
Kenneth Bailey, First Vice President
Matthew Smith, Second Vice President

Charlene Byrd
Nelle Chilton
Caroline Cloer
Karen Gage
T.D. Kauffelt
Jennifer Pauer
Susan Poffenbarger
Harry Reustle
Darrell Rolston
Virginia Rugeley
Angelia Russell
Anne Silbernagel
Parker K. Smith, Jr.
Pamela Tarr
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

Abbott, Pat
Adkins, Melissa
Allen, Betsy
Allen, Mary
Andrews, Jean
Arey, Amy
Arnett, Karen
Ball, Ben
Barney, Lynn
Barney, Stephanie
Bashlor, Charlene
Beanblossom, Amber
Bess, Nina
Blessing, Toni
Boxley, Takeia
Bradshaw, Olivia
Bravo, Olivia
Brewer, Woody
Brooks, Willie
Brumfield, Linda
Burchette, Melissa
Burgess, Bernice
Burgess, Mike
Burgess, Sara
Cash, Angie
Cavender, Jennifer
Childers, Eddie
Clark, Garnett
Cook, Todd
Coombs, Joyce
Cottay, Kathleen
Dawson, Penny
Decker, Sheryl
Delaney, Donna
DeVere, Carrie
Doyle, Caren
Duff, Kim
Eck, Samantha
Edelman, Debra
Falin, Lori
Feldman, Peggy
Ferguson, Denise
Ferrill, Kay
Frankel, Vinnie
Fraser, Elizabeth
Frercks, Sandy
Gamber, Kim
Garbosky, Al
Geiger, Beverly
Godby, Lynn
Goodall, Esther
Grose, Carol
Grose, Hubert
Gwinn, Paul
Hacker, Pam
Hansford, Marian
Harmon, Tanisha
Harper, Betty Jane
Harper, Jessica
Harrison, Gail
Hart, Bill
Henderson, Latisha
Henstock, Marilyn
Herndon, Bridget
Hicks, Jane
Holstein, Susanna
Howard, Mary Jane
Huffman, Terry
Hughes, Jane
Hunt, Jeri
Imel, Tammy
Irving, Linda
Jackson, Brenda
Jaggers, Sharon
Jarrett, Rob
Kay, Kathy
Keeling, Terry
Kelly, Karen
Kidd, Kevin
Lacaria, Linda
Lane, Cindy
Lawrence, Linda
Lawson, Ashley
Lindberg, Ethel
Linde, Tim
Lloyd, Travis
Long, Tammy
Lucas, Mary Lou
Mack, Lisa
May, Pam
McCallister, Lynn
McDougal, Terri
McGarrity, Margaret
McGraw, Nancy
McKay, Jessica
McKnight, Joe
McNeely, Donna
Merriken, Gail
Milam, Pamala
Miller, Cindy
Miller, Linda
Mills, Joycelyn
Morris, Lucy
Mundy, Louise
Murphy, Susan
Naga, Kalyani
Naylor, Jeannie
Parker, Tammy
Patton, Sharon
Payne, Lois
Payne, Heather
Pennington, Kelly
Phillips, Annette
Pickens, Henry
Pickens, Kimberly
Polak, Judy
Proctor, Wanda
Pursley, Tammie
Randolph, Marilyn
Raynes, Darla
Raynes, Don
Reger, Pam
Reynolds, Darlene
Reynolds, John
Richardson, Jordan
Riecks, Alice
Roark, Mickey
Rodriguez, Liz
Ross, Jerry
Ross, Katie
Ruby, Kim
Saluta, Jane
Sampath, Deepa
Samples, Vicky
Savage, Mary
Saylor, Susan
Schau, David
Schles, Jean
Shafer, Faye
Sharp, Jennifer
Smyth, Shirley
Spiegler, Julie
Stout, Sam
Talbert, Aaron
Talbert, Anita
Taylor, Kim
Taylor, Marsha
Teaford, Ellie
Thomas, Steven
Triplett, Peggy
Truluck, Norma
Tuitt, Charlie
VanBibber, Alta
VanDerMeer Rebecca
Vernon, Francie
Vogelaar, Kathy
Wallace, Traletta
Ward, Lora
Ward, Paula
Webb, Kristi
Wells, Katie
Whittington, Natalie
Willard, Marvin
Williams, Joshua
Williams, Joyce
Wright, Linda
Wright, Sara Sue

2005/2006 Statistics

Total patrons registered as of June 30, 2006.....102,794

Total items in the collection as June 30, 2006.....637,507

During the 2005/2006 Fiscal Year:

Items circulated *.....1,098,648

Patron visits to libraries.....977,670

Items requested by other library systems from KCPL through interlibrary loan.....2,142

Directional, information and reference questions answered.....327,908

Number of computer users.....182,558

Number of children's programs conducted.....524

Number of children attending children's programs.....9,697

Number of staff visits to schools and daycare centers.....375

Number of children attending school/daycare visits.....15,013

Number of school classes touring libraries.....503

Number of people using public meeting rooms.....7,731

Number of volunteer hours:

Provided by teens.....3561

Provided by adults.....682

* Includes in-house usage and KCPL items checked out at Kanawha County school locations.

Operations Highlights

◊ KCPL checked out 1,098,648 items in FY 2005-2006. Patrons made more than 977,600 visits to all the libraries in the system; an increase of 7% over the previous fiscal year. 182,558 computer sessions were recorded at the public access computer stations, which are available at all locations. This represents an increase of 13% compared to last year.

◊ Children participated in 524 programs at various libraries across the system, a 29% increase over the last fiscal year. A total of 9,697 children attended these programs.

◊ Main Library Public Services staff began attending Weekly Briefing meetings designed to give front line staff an opportunity to learn about programs and items of interest that are happening in the coming week. Staff members have found these meetings to be very helpful. Many non-public services staff members also attend. Everyone who works at the Main Library receives notes from each meeting by e-mail.

◊ The Human Resources Department partnered with the Riverside Branch Manager and the Public Services management staff to restructure the Riverside Area Libraries based on KCPL's vision for service in eastern Kanawha County.

◊ The Audiovisual and Circulation departments at the Main Library were merged into the Popular Materials department. The goals of the new department are to provide the highest level of customer service to every patron and to make a vibrant, high-interest adult and young adult fiction and audiovisual collection available to patrons at the Main Library while streamlining and consolidating the staff workload.

◊ The Library, in partnership with the Avampato Discovery Center and West Virginia Public Broadcasting, began work on the project

"Healthy Habits for Life," funded by a two year grant from the Institute of Museum and Library Services (IMLS).

◊ The Teen Co-ordinator's team developed a Teen Co-ordinator's manual and instituted Teen Co-ordinator's Workshops.

◊ Staff members reorganized the audiovisual rotation process, significantly improving the flow of new audiovisual materials to each location. The new process has resulted in more efficient use of staff time.

Collection Management Highlights

◊ Cross Lanes and Dunbar branch staff members rearranged their adult collections in order to bring high demand collections closer to patrons. In addition new display panels were installed at Dunbar.

◊ Riverside branch staff members shifted parts of the adult collection to allow for interfiling oversized books.

◊ Local teachers have applauded the changes made to the Teacher Deposit collection in the Children's Services department at the Main Library. In January staff members shifted a large part of the collection, creating a separate "ICanRead" collection and space for a juvenile board book collection.

◊ The first year of a new multi-year branch collection review plan was completed.

◊ Technical Services staff members started repairing audiovisual materials during the fiscal year. Previously this work had been done in the Audiovisual department. Technical Services staff members began performing minor in-house repairs to videocassettes, audiocassettes and DVD and audio compact discs. More involved repairs are now outsourced. Staff members have developed new policies and procedures for handling damaged audiovisual materials.

Staff members are gathering circulation information on items that are beyond repair. These reports, generated by the automated circulation system, help our librarians to make good decisions about ordering replacements.

◊ Technical Services staff members began using the new SIRSI Java WorkFlows client for cataloging and some acquisitions procedures.

◊ An on-going pilot project using the SIRSI Acquisitions module was developed for ordering materials purchased to fulfill the IMLS grant requirements. After receiving in-department instruction and training, Technical Services processing staff are now using the Java client for production.

Programming Highlights

◊ The Children's Services department at the Main Library offered a wide variety of children's programming during the year:

- The department offers several storytime programs, including Born to Read, Books 'n' More, and Family Night. Special programs, paid for with programming funds, including the Mark Wood Fun Show, A Knight's Story, and the Scottish Pirate.

- The department continues to search for community collaborations, offering programs such as the River City Youth Ballet, the Handlan Chapter of Brooks Bird Club, and the West Virginia Youth Symphony. On November 19, staff members provided pre-concert activities at the West Virginia Symphony Orchestra's Family Discovery Concert. More than 1,200 people attended this concert, the second best attended concert in the history of this series.

- This is the second year of KCPL's early literacy initiative. Children's Services staff led training sessions for members of the public and daycare providers.

- More than 400 people attended the annual Sunday Jams music series, featuring local and regional musicians.

◊ The best attended children's program of the year was the ever popular 'Snakes Alive" program which was offered at several locations. Over 1,000 children and adults came to see the snakes.

◊ "Reading is a Picnic" was the theme for the 2005 Summer Library Club.

- More than 3,500 children registered for the program and 1,923 of them completed the program and earned a T-shirt. During the seven-week program 122,349 books were read.

- There were 189 programs offered throughout the system as a part of the Summer Library Club, with 8,178 children and caregivers in attendance. More than 650 people attended the finale, featuring several presentations by Madcap Puppets.

- In order to encourage children of all ages to participate in the Summer Library Club, the Kids Connection team changed the reading target for the 2006 club from number of books read to number of minutes read. This will allow children to receive credit for reading what they want to read, whether it is a Harry Potter book or the same picture book they have read 30 times.

◊ Several libraries are offering programming for teens. Examples of these programs include knitting, henna tattoos and using duct tape to create useful items.

◊ The library joined Operation Anime, which is run by the Funimation Company. Membership provides KCPL with anime movies which

can be shown at monthly Anime Club meetings and then added to our collection.

◊ A contest for teens was organized to create a character in the manga Japanese art style. The winning entries, created by Amos Campbell and Laura Gold, are being used to promote teen activities.

◊ In 2005, 450 patrons registered for the Britton Summer Reading Club. Of these, 223 completed the program by reading one book from each of six different categories. In addition, 197 patrons went a step further by reading a book in a seventh category.

◊ More than 160 people attended the Mountain Music at the Library series at the St. Albans branch. These well received programs took place on three Sunday afternoons in April.

◊ Staff members converted the Bookmobile to the BoooMobile. The vehicle was decorated for Halloween and traveled to the West Virginia Book Festival, St. Albans, Charleston and Riverside for the enjoyment of the public.

◊ Adult programs again reflected the varying interests of our patrons. Some examples of well attended programs included: the basics of eBay; woodworking; Scottish flute; crochet instruction; a community club fair and a Jane Austen book discussion series.

School and Community Outreach Highlights

◊ A successful outreach/collaboration program has developed between the Cross Lanes branch and the new Tyler Mountain YMCA. This collaboration has included programming for children and families and community fairs.

◊ Live Homework Help, an online tutoring service provided by Tutor.com and available through the KCPL website, was launched at the start of the 2005/06 school year in September. By April, 2,500 patrons had used this free service, which compliments the library's work in building a collection to assist with K-12 homework. It also builds a relationship with the schools. The evaluations from students have been very positive.

◊ The bookmobile participated in a number of community events during the year, including the Kanawha County Fair, Thomas Hospital Health and Safety Fair, and Christmas parades in Belle and Charleston.

◊ The library participated in a variety of community events during the year such as: the Marmet Labor Day celebration; Cross Lanes Community Health Fair; Charleston Area Alliance Trade Show; YMCA's Healthy Kids Day; Central Child Care event at Town Center Mall; East End Health Fair and Senior Expo.

◊ The 2006 KCPL Street Fair, the largest annual outreach event the library presents, was a great success. Numerous children's activities were offered inside and outside of the Main library, and a magician performed two shows.

Technology Highlights

◊ KCPL staff computers migrated from HP OpenMail to Microsoft Exchange 2003 software.

◊ A program was set up to enable library staff members to reserve equipment and meeting rooms using the Exchange Resource Manager software.

◊ The SIRSI's Director's Station module for statistical analysis was installed.

◊ All computers in the Technology Center at the Main Library were upgraded.

◊ Several of the branch libraries received data projectors and speakers that were made possible with Book Sale funds.

◊ The library received notification that 53 public access computers would be replaced as a result of a grant to the West Virginia Library Commission from the Gates Foundation.

◊ Work was begun on improving the KCPL website.

Human Resources Highlights

Selection, Placement, and Attrition:

◊ Seventy-three positions were filled during the year. Included in this number are 19 internal promotions and four professional positions, the Main Library Public Services Manager, Cross Lanes Branch Manager, Library Operations Supervisor I - Children's Services, St. Albans Branch Manager.

◊ Five employees retired – Mary Burgess, Ronald Finney, Dan Marslender, Alice Riecks, and Sara Sue Wright.

Employee Development:

◊ One-hundred twenty-seven employees attended the annual Staff Development Day, participating in a variety of training opportunities.

◊ Human Resources conducted a variety of training sessions:

- Forty-eight supervisors attended separate training sessions on Conducting Effective Performance Appraisals, the supervisor's responsibilities under the FMLA and ADA, and Promoting Positive Attendance.

- Nine staff members attended Managing Tasks in Outlook Training.

- Ninety-four non-supervisory staff members from all locations attended Your Rights under the FMLA and ADA training.

- Sixteen staff members attended Patron Confidentiality and USA Patriot Act training.

- Twenty-two staff members attended Outlook Calendar Training.

- Ninety-four staff members from all locations attended Policy Review and Expectations for the New Attendance Policy.

- Twenty-three supervisory staff members attended training for policy changes related to Electronic Communication and Security and Internal Selection and Placement.

◊ Staff members attended a variety of conferences and workshops:

- Five staff members attended the Public Library Association's National Conference in Boston.

- Four staff members attended the SIRSI SuperConference in Nashville.

- Thirteen staff members attended the West Virginia Library Association's Fall and Spring Conferences.

- Sixteen staff members attended various individual training sessions and seminars based on various disciplines, from marketing to information technology.

- Two staff members attended the national Bookmobile Joint Library Conference in Columbus, Ohio.

- Fifteen supervisory staff members attended How to Conduct Effective Interviews, a workshop presented via conference call.

◊ Many staff members attended training provided by KCPL employees:

- Nineteen staff members from various locations attended Early Literacy Training.

- Seventeen staff members attended Reader's Advisory Training.

- Sixty-three staff members from various locations attended training for Microsoft Outlook Web Access.

- Twenty staff members attended Summer Library Club training.

- Seventy-four staff members attended various SIRSI training sessions conducted by Public Services.

<u>Communication:</u>

◊ Five staff roundtables were held during the year, during which front line staff from all locations interacted with the Human Resources department to foster communication and understanding and offer suggestions for change.

◊ Ad-hoc Supervisor work teams were developed throughout the year to work on special initiatives and assist in policy development.

◊ A Staff Development Team comprised of staff members was initiated to manage the 2006 Staff Development Day and contribute an operational perspective.

◊ Various training programs and materials were developed and administered to supervisory and non-management staff.

◊ The pilot of the Performance Management (appraisal) Form was developed and is currently being used and studied system-wide, with a final version expected by August.

◊ New Leave and FMLA forms and instructions were created and adopted, and training was held.

◊ The leave balance reporting project was completed, which allows for Up-to-date leave balances to be reflected on pay stubs beginning in July.

Policy Development:

The following policies were developed, presented to personnel committee and submitted and approved by the Board:

- Americans With Disabilities Act (ADA) Policy #112
- Educational Reimbursement Policy #203
- Employee Leave Policy #201
- Hiring Policy #102
- Attendance Policy #509
- Electronic Communications Policy #510
- Relocation Assistance Policy #110
- Internal Selection and Placement Policy #105
- Security Policy #506
- Personal Appearance (Dress Code) Policy #504

Facilities Highlights

◊ A news conference was held in April to unveil the design of the new Main Library and to announce the branch facility improvement projects.

- ◊ Bastian and Harris Architects and ZMM, Inc. were hired to provide architectural services for the branch building improvement projects.

- ◊ Heating and cooling units were replaced at the Dunbar, Elk Valley and St. Albans branches. Hot water repairs were completed, and hand dryers were installed at the Dunbar branch library.

- ◊ The Elk Valley branch received two new security cameras.

- ◊ A toddler area in the children's section of the St. Albans branch was created. The St. Albans Library Advisory Board planted dogwood trees along the front of the parking lot, and a seating area was created in front of the library.

- ◊ Additional storage areas were added in several places at the Riverside branch.

- ◊ The outdoor carpet was replaced at the Marmet branch.

- ◊ New interior lights were installed on the Bookmobile.

- ◊ Carpet was replaced in the Ray Room at the Main Library.

- ◊ Storage space at the Main Library was reallocated, providing offices for two staff members in Development and the Web Services Coordinator.

- ◊ Two new vehicles were purchased for staff use.

- ◊ Bookmobile staff started using outdoor signs at each stop to make the public more aware of the Bookmobile services. This has resulted in new patrons using the bookmobile.

- ◊ The lower level restroom in the Main Library was completely renovated.

- Multiple building projects at the Cross Lanes branch were completed, including resolving drainage issues, building new shelving in all closets, improving doors in the meeting room, and multiple bathroom improvements.

- Copy machines were upgraded at the Main Library and the Cross Lanes and Elk Valley branches.

- The St. Albans branch received roof and gutter improvements.

- Several storage areas were upgraded at the Dunbar branch. The reference desk was relocated, and shelving adjustments were made throughout the Dunbar library.

- The patron service desks at the Main Library received improvements. New mats were also installed and plexiglass tops were added to the work surfaces.

The Library Foundation of Kanawha County, Inc.

West Virginia Book Festival

The fifth annual West Virginia Book Festival was held October 23 and 23, with more than 7,000 people attending. Headlining authors included Avi, Jack Gantos, Sharyn McCrumb, Alexander Thom and Stephen Coonts.

The Festival is presented by KCPL, The Library Foundation, Charleston Newspapers and the West Virginia Humanities Council. In addition to generous and substantial contributions by the presenting organizations, the following entities are supporting the upcoming Festival, which will be held October 21 and 22, 2006: Jackson Kelly, PLLC, $6,000; BB&T $3,500, Friends of The Library Foundation, $2,500.

Summer Library Club

Sponsors of the 2006 Summer Library Club include: The Charleston Gazette, Mary Jo Brick, West Virginia-American Water Company, Bailey & Glasser LLP, Friends of The Library Foundation of Kanawha County, KCPL Annual Book Sale and many parents and individuals.

2005 Annual Fund

This past campaign raised just over $50,000. Money from the campaign is used for general operating expenses of the Library Foundation and to offset some of the expenses of the Summer Library Club and the West Virginia Book Festival.

New Main Library Building Project

In the past year, the Main Library and Branch Building Projects moved forward with great excitement. In April, a public announcement was held to unveil the plans for the new Main Library and most importantly to announce a lead gift of $5 million from The Clay Foundation. Combined with other contributions from individuals and other entities, the project coordinators have raised nearly $8.5 million. The campaign is being led by a small coordinating committee of board members and staff, which meets weekly to provide the appropriate focus required by a project of this size. The new facility will be among the most important cultural destinations for our area, and its development will serve as a statement of our community's commitment to learning and education. Being in close proximity to the Clay Center offers many positive prospects, including opportunities for collaboration and furthering the revitalization of downtown Charleston.

Estimated Project Budget

Main Library costs..... $40,000,000
(including property acquisition, construction, furniture and equipment, and moving expenses)
Branch project costs..... $10,000,000
Total estimated budget..... $50,000,000

The project will be funded from a wide range of sources at the local, state and national level as well as private fund raising. The Board of Directors is currently reviewing the possible funding mechanisms.

Timeline

- Fund raising is ongoing through project completion
- Bond referendum contemplated in 2007
- Groundbreaking contemplated in 2007/08
- Grand opening contemplated in 2010/11

Friends of the Library Foundation

The Friends of the Library Foundation has grown in every way during the past year. The number of active members has increased from 89 to 107, and the size of the budget account has grown accordingly. Branch representation on the Steering Committee has improved, and the Friends continue to look for more opportunities to participate in Library programs.

Friends activities for the year included:

Assisting with Library Special Events

West Virginia Book Festival
- Trained and coordinated volunteers
- Provided refreshments for volunteers
- Promoted Friends membership
- Sold Library products

Children's Department December Open House
- Provided refreshments
- Gave out book marks and candy canes

Sunday Jams
- Served coffee
- Promoted Friends membership

Children's Author Event
- Provided refreshments

Staff Appreciation Day
- Delivered refreshments to all of the branch libraries

Street Fair
- Sold T-shirts
- Had a bake sale
- Gave out balloons

- Promoted Friends membership

Annual Book Sale

- Helped sort and box donated materials

Fund Raising

Successfully solicited small businesses in Charleston
Continued gold and silver dues levels

Financial Support of Library Programs

Sponsor of the Children's Summer Reading Club
Sponsor of the West Virginia Book Festival.

Advocacy

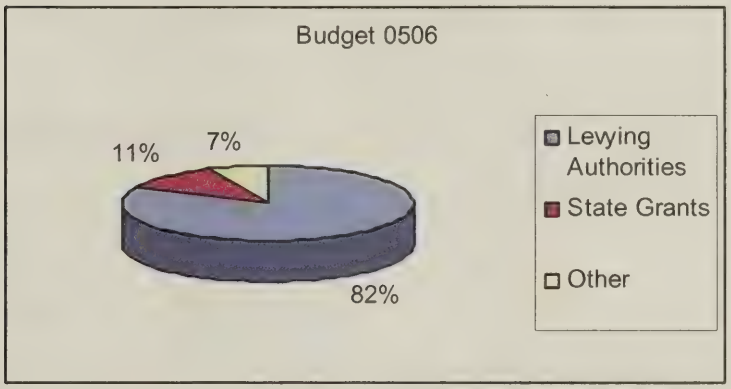
The Friends group continues its communication with Legislators, County Commissioners, City Council members, and Board of Education members, as well as its daily support of the library before the public. These contacts become especially important during an election year.

The Friends began planning a grass roots campaign supporting the proposed improvement program for the Kanawha County Library System.

Kanawha County Public Library
Budget for Fiscal Year 2005/06

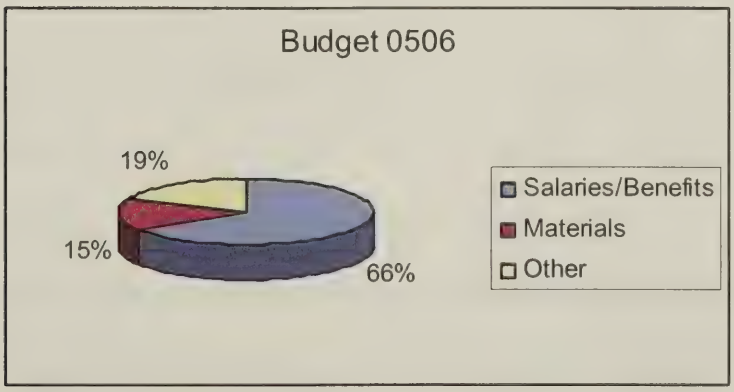
Income

Levying Authorities	$5,500,380
State Grants	$737,006
Other	$443,672
Total	**$6,681,058**



Expenditures

Salaries/Benefits	$4,424,559
Collection Materials	$1,005,000
Other	$1,251,499
Total	**$6,681,058**



MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

AUGUST 14, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 14, 2006 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Kauffelt
Dr. Bailey	Ms. Poffenbarger
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Ms. Gage	

Also present were Ms. Linda Wright, Director, Ms. Cindy Miller, Marketing and Development Manager, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Ms. Russell, seconded by Dr. Bailey, and unanimously carried, the minutes of the July 10, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, the payment of Book Bills in the amount of $153,538.66 and the General Bills in the amount of $228,770.67 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $235.37 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The Bookmobile visited Sissonville Elementary and issued new cards to 38 children involved in the Energy Express summer program at the school. The Bookmobile also represented the library at the opening celebration for a new park in Cedar Groove on July 15. 133 people came aboard the unit and 15 new cards were issued during their 4 hour visit to Cedar Grove. The Bookmobile also participated in Kid's Day at Goody's on Corridor G. 66 people boarded the unit during this event.

Staff from the Main Library Children's Department and the Friends of the Library participated in the Clay Center Summer Fun Day held on Sunday, July 23. 225 children and adults visited the library's activity stations at this event. In addition to the children's activities the library also had a display about the new main library building project.

Andrew Jackson Middle School was the site of a tri-county summer school for English as a Second Language classes for 3 weeks in July. All of the classes (59 children, 14 teens and 21 adults) visited the Cross Lanes Library on July 7. While staff explained the library's services and resources to the adults and teens, a story time was held for the children.

A revised website was introduced to the public in early July after several months of intensive background work. An immediate example of the benefits of the website as it relates to usage of the library's collection came to light just after the website was launched. The front page of the new website highlighted the Edgar Award nominees. The circulation of these titles immediately picked up as did the number of requests being placed for the titles featured.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey reported that the committee is currently drafting a job description for the Library Director's position.

2. Financial Affairs Committee. Mr. P. Smith reported that the committee met to discuss a number of resolutions. Mr. Smith then presented to the Board the following resolutions, which were discussed and explained to the Board members:

Upon motion by Ms. Russell, seconded by Dr. Byrd, and unanimously carried the following resolution was approved:

WHEREAS, the Kanawha County Public Library, the Avampato Discovery Museum and West Virginia Public Broadcasting have been awarded a grant by the Institute of Museum and Library Services (IMLS) entitled "Beginning A Healthy Life"; and

WHEREAS, this project was awarded a supplemental grant by the Benedum Foundation for some of the expenses not covered in the IMLS grant;

NOW BE IT RESOLVED, that the fiscal year 2006-07 budget be increased by $71,114 from the IMLS grant and $7,500 from the Benedum Foundation to fund the library activities outlined in the grant.

Upon motion by Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried the following resolution was approved:

BE IT RESOLVED, that the fiscal year 2006/07 budget be amended for the use of grant-in-aid funds ($21,648) and the balance of funds ($13,383.77) from the previous year's budget and any additional funds received for Nitro during the current fiscal year for the following line items for the Nitro Public Library:

Telephone	$ 650.00
Supplies	800.00
Collection Materials	29,555.67
Computer Equipment	4,026.10
Total	$35,031.77

Upon motion by Mr. P. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

WHEREAS, the West Virginia Library Commission has awarded the Kanawha County Public Library a special projects grant in the amount of $71,722; and

WHEREAS, the grant is stipulated to be used for the purchase of a new computer server and the purchase of Oracle software for this server;

NOW, BE IT RESOLVED, that the fiscal year 2006/07 operating budget be increased by $71,722 to accommodate this grant.

Upon motion by Mr. P. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

WHEREAS, the library has been notified by Hewlett Packard that they will no longer offer maintenance support for the current computer server used to host the SIRSI library automation software; and

WHEREAS, the library solicited bids for a new server by public advertisement; and

WHEREAS, six bids were received that met the specific requirements for the server;

NOW BE IT RESOLVED, that the contract to purchase a new computer server be awarded to Logicalis for the amount of $38,820.07.

Upon motion by Mr. P. Smith, seconded by Ms. Russell, and unanimously carried the following resolutions were approved:

WHEREAS, the library will purchase a new server to host the SIRSI library automation software; and

WHEREAS, the library will no longer be using the current server;

NOW BE IT RESOLVED, that the Hewlett-Packard HP9000 N4000 UNIX server be declared surplus property; and

BE IT FURTHER RESOLVED, that the Library Director be authorized to donate this server to a worthy non-profit group or advertise and sell this server.

WHEREAS, the library has purchased a new vehicle to replace the 1994 Ford Taurus Station Wagon that it currently owns;

NOW BE IT RESOLVED, that the 1994 Ford Taurus Station Wagon be declared surplus property; and

BE IT FURTHER RESOLVED, that the Library Director be authorized to donate this vehicle to a worthy non-profit group or advertise and sell this vehicle.

Upon motion by Mr. P. Smith, seconded by Ms. Gage, and unanimously carried the following resolution was approved:

WHEREAS, the Generally Accepted Standards for governmental accounting now

require the inclusion of a projection of potential future liability related to accrued sick leave at the time of retirement; and

WHEREAS, the library has employed the professional services of the Phoenix Benefits Group to develop these actuarial figures; and

WHEREAS, the report lists the following information:

		Group 1	Group 2	Total
1.	Present value of future liabilities	$866,171	$503,056	$1,369,227
2.	Portion of (1) assigned to service prior to 6/30/04	678,258	166,333	844,591
3.	Current service cost for the prior:			
	a. 6/30/2003 – 6/30/2004	25,651	26,068	51,719
	b. 6/30/2004 – 6/30/2005	27,254	27,697	54,951

NOW, BE IT RESOLVED, that this information is accepted for use in the fiscal year 2003/04 and 2004/05 audits and posted as current portion of long term debt and long term debt of the potential costs of sick leave conversion related to retirement.

Upon motion by Mr. P. Smith, seconded by Dr. Bailey, and unanimously carried the following resolution was approved:

RESOLVED, That the fiscal year 2006/07 budget be amended to carry forward the following encumbered funds:

LINE ITEM	AMOUNT
Advertising	$18,239.66
Automation Equipment	1,226.44
Automation Software	3,000.00
Building Repair & Maintenance	4,430.10
Capital Expenditure - Main Library Building Project	2,000.00
Capital Expenditure - Branch Projects	73,783.02
Capital Expenditure - Vehicle	14,343.00
Computer Equipment	1,409.95
Copier Expense	555.00
Furniture & Equipment	8,111.72
Housekeeping Supplies	309.34
Miscellaneous	812.50

Printing	328.00
Postage/Freight	88.35
Programming	2,012.75
Recruitment	529.24
Supplies	1,750.82
Uniforms	231.00
TOTALS	**$133,160.89**

Upon motion by Mr. P. Smith, seconded by Ms. Poffenbarger, and unanimously carried the following resolution was approved:

RESOLVED, That the fiscal year 2006/07 budget be amended to continue the following reserved funds:

Bookmobile Replacement	$70,000
Capital Expenditure - Main Library Project	200,000
Capital Expenditure - Branch Projects	62,000
Clendenin Property Acquisition	46,000
Clendenin Flood Insurance	16,805
TOTAL	**$394,805**

Upon motion by Mr. P. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

RESOLVED, That the fiscal year 2006/07 budget be amended to reflect the following:

Line Item	**Amount**
Audit	$9,000
Automation Supplies	5,500
Booksale	9,000
Building Repair and Maintenance	5,000

Dental Vision		10,000
Furniture and Equipment		23,000
Housekeeping Supplies		500
Materials for Collection		98,800
Programming		1,530
Staff Training		5,000
Staff Travel		3,000
Recruitment		7,000
Supplies		2,000
Uniforms		500
	TOTAL	**$179,830**

3. Building Committee. Mr. Albert reported that the Building Committee has met and is in the process of analyzing the concept from the City of Charleston regarding the Civic Center as a possible site for the new Main Library and indicated that a further meeting with the City officials was scheduled. The committee is also looking at possible revisions to the Clay Center site for the new Main library.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Retirement of Bridget Herndon. Upon motion by Ms. Cloer, seconded by Ms. Russell, and unanimously carried the following resolution was approved:

WHEREAS, Bridget Herndon was employed by the Kanawha County Public Library from August 1, 1973 until July 31, 2006; and

WHEREAS, Ms. Herndon has provided dedicated service to the library in various roles and from October 1, 1979 served in the Children's department at

the St. Albans branch; and

WHEREAS, Ms. Herndon shared with countless numbers of children the wealth of information that can be found in books and encouraged them to enjoy reading; and

WHEREAS, Ms. Herndon fulfilled the responsibilities of her position with great competence, diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Herndon's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Herndon a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose;

AND BE IT FURTHER RESOLVED That this resolution be spread upon the minutes of this meeting of the Kanawha County Board of Directors and a copy thereof be furnished to Ms. Herndon.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

SEPTEMBER 11, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 2006 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert
Dr. Bailey
Dr. Byrd
Ms. Cloer
Mr. Kauffelt
Ms. Pauer
Ms. Poffenbarger
Ms. Silbernagel
Mr. M. Smith
Mr. P. Smith
Ms. Tarr
Ms. Whitehead
Ms. Woody

Also present were: Ms. Linda Wright, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. P. Smith, seconded by Mr. Kauffelt, and unanimously carried, the minutes of the August 14, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount of $71,130.19 and the General Bills in the amount of $123,679.33 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,096.07 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

The Automation Department began to install the 53 new Gates computers we have received from the latest grant made by the Gates Foundation to the West Virginia Library Commission. These computers must be used for public access and replace the computers we received from a Gates Grant over six years ago. We will be notified during the first quarter of 2007 of the number of new computers we will receive from another phase of this grant and we will probably receive those new computers by the end of next year.

During the summer we had another well received quilt display on the first floor of the Main Library. This year a guest register was kept. 88 people signed in. A number of those were from other states. The comments were shared with the guilds that worked with the library staff to make the display possible.

The major children's program offered during August was entitled "Kindergarten Here We Come." This program was offered at most locations and had a total attendance of almost 200 children and parents. The best attended programs were held at St. Albans with 56 in attendance and Elk Valley with 33 attending.

Outreach activities during August included Elizabeth Fraser, Head of Reference, presenting a session on the library's Foundation Center resources to a grant writing

workshop sponsored by the Greater Kanawha Valley Foundation. Several staff members participated in the School Media Specialists In-Service training day before school started. Jane Hughes, Head of Technical Services, did a presentation on cataloging. Travis Lloyd, Website Coordinator, explained the changes that have been made in the library's website and Karen Arnett, Head of the Automation Department, gave updates and information related to a number of topics pertaining particularly to those schools that are automated on our SIRSI automated system. Jennifer Cavender, who is working part-time as the project librarian through the IMLS grant, made a presentation at the Head Start Training Conference about the daycare and teachers kits being developed on health themes as well as about the library's other resources for teachers. She had 15 teachers register for teacher's cards after her presentation.

On August 28 we welcomed a new Reference librarian to our staff. Susan Maguire has joined the Main Library's Reference Department where she will have the responsibility for Business and Career Resources. Susan recently completed her master's degree in library science at Indiana University at Bloomington.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey reported that the Personnel Committee has formed a Search Committee to fill the position of Library Director. The Search Committee consists of all members of the Personnel Committee members, one paraprofessional library staff member, one professional library staff member and a branch librarian. The committee has completed a job description for the Library Director's position and has advertised the position in newspapers and several other publications.

2. Building Committee. Mr. Albert reported that he and Tom Heywood met with several bank representatives to discuss investment options.

Mr. Albert reported that the Marmet City Council unanimously approved donating one acre of land for a new Marmet Branch Library.

Mr. Albert also reported that the Clay Foundation has purchased the General Seafood site, and if the Library Project proceeds as planned will transfer that property to the Library as part of its grant to the New Library project.

The Building Committee met with representatives of the U.S. Department of Justice, Disability Rights Section regarding the American's with Disability Act (ADA). The Department visited each branch location and the main library in March 2005 to check for ADA compliance and have recently met with the Building Committee to discuss the report of their findings which was received this past month. Ms. Wright has engaged ZMM Architects to review the report with regard to the main library and several branches. She is also pursuing other possible resources to assist in developing a response to the report.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Friends of the Library. Ms. Jane Turner, Friends of the Library, stated that the Friends Group is sponsoring "A Tisket – A – Tasket, A Literary Basket" silent auction. Ms. Turner shared as examples three baskets that have been donated. The goal is to have 100 baskets for the event. Each basket will have a different theme and will include a book, CD or video. Each basket will be worth at least $100 in value. Ms. Turner stated that the Friends Group is asking Board members to contribute to the baskets. The event

is scheduled for March 31, 2007. Anyone interested in providing a basket or assisting in some way with this project should contact Mrs. Turner.

2. Resolution to Acknowledge Service of Volunteens. Upon motion by Ms. Poffenbarger, seconded by Ms. Silbernagel and unanimously carried the following resolution was approved:

> WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and
>
> WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the skills, knowledge and energies of teenagers during the summer; and
>
> WHEREAS, the Library system's award-winning VolunTEENS program has become a very vital part of the Children's Summer Library Club and is critical to the success of that program; and
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2006 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

3. West Virginia Library Association Annual Conference. Ms. Wright stated that the West Virginia Library Association Annual Conference would take place October 2-4 in Huntington. If anyone is interested in attending she asked that they contact Human Resources.

4. Staff Development Day. Ms. Wright stated that Staff Development Day is scheduled for Wednesday, November 1 at the Ramada Inn in South Charleston. The assembly this year will be at 8:30 a.m.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

OCTOBER 9, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 9, 2006 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Byrd	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr

Mr. Steve Branner, ZMM, Inc. was present at the invitation of the Board.

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Ms. Caren Doyle, Human Resources Manager and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Dr. Byrd, seconded by Ms. Poffenbarger, and unanimously carried, the minutes of the September 11, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $88,215.37 and the General Bills in the amount of $217,685.43 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,761.12 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

A new format for the Bookmobile's schedule of stops was debuted in September and was well received. The Bookmobile initiated service at several new stops.

The new HP UNIX server was delivered and installed. Work was begun on configuring this new piece of computer equipment. The goal is to have everything in place so that the new server will be used for the installation of a major update of the SIRSI software which is scheduled for November 1. The Automation Department was also very busy in September installing 53 new public access computers from the latest round of the Gates Grant. New computers were installed at most locations. The public response has already been noticed. Cross Lanes experienced at 31% increase in computers sessions and Sissonville had a 35% increase. There was no increase in the

number of computer stations in either location. The word has apparently spread pretty rapidly that the new machines are much faster than those that were replaced,

Children's Services at the Main Library selected and processed 55 teacher collections consisting of almost 1700 books. This appears to have set a record for the number of these collections handled in one month.

In the area of programming, probably the most unique program offered to children in September was the "Fruit & Veggie Carnival". This program was developed in conjunction with the IMLS grant and was aimed at encouraging children to know about the wide variety of fruits and vegetables. One segment of the program that was the most popular was bowling with coconuts. Over 160 children and parents participated in the programs offered at several locations around the system. The most popular adult program during September was a program on E-Bay Basics. This program had a large attendance of 54 at the Main Library and 66 at St. Albans.

In the area of outreach the Bookmobile participated in a program held at the Schoenbaum Family Enrichment Center on Saturday, September 16 and 132 people boarded the unit. The Clendenin library offered a Homeschool Day at the library with 32 participants. The Cross Lanes library in partnership with AARP presented a driver safety program in which 21 people participated in the 8 hour course that was offered over 2 days. At St. Albans a Club Fair was offered in the meeting room and had 15 community organizations taking advantage of the opportunity to make more people aware of their organization. 50 people attended the fair. Children's Services in conjunction with representatives of the Department of Motor Vehicles offered an ATV Safety program at several locations aimed at children from 5-18 years of age. Attendance at this program which included a 20 minute video and review of West Virginia laws pertaining to use of ATVs earned the children a certificate. Almost 100 participants attended the four different sessions that were offered.

Two staff members, Terri McDougal and Julie Spiegler, attended the ALSC (Association of Library Service to Children, a division of ALA) National Institute that was held in Pittsburgh.

Dee Redick joined the Reference Department on September 12. Dee will be responsible for the electronic subscriptions and offering computer based training programs for teens and adults. She recently received her MLS from Clarion University.

REPORTS OF COMMITTEES:

1. Search Committee. Mrs. Rugeley reported that the Search Committee has continued its efforts to evaluate candidates for the position of Executive Director. The minimum requirements for this position are a graduate degree from an accredited school

in a relevant field; executive level management experience to include budgeting and finance; a commitment to and an understanding of the unique value the free access to information provides to the community; a demonstrated ability to be a creative leader with the ability to foster a collaborative work environment; and a commitment to supporting an excellent professional staff. Ads have been placed in several newspapers and websites. To-date the Committee has received thirty resumes'. The Committee will be conducting preliminary interviews, in person or by teleconference, with those that meet the criteria for the position and the Committee hopes to present the final candidates to the Board by February 2007.

2. Building Committee. Mr. Albert stated that over the past several months the Building Committee has looked at several additional proposed sites for the new Main Library. Mr. Branner presented concepts with regard to the site of the new main library.

Upon motion by Mr. Kauffelt, seconded by Mr. Reustle, and unanimously carried the following resolution was approved.

WHEREAS, the Building Committee and the Board of the Library have in the past reviewed various sites as the possible location for the Library's proposed New Main Library ("New Library") in the City of Charleston; and

WHEREAS, because of other sites that have from time to time been suggested as possible alternative sites for the New Library; and

WHEREAS, the Building Committee has reviewed and discussed those sites and considered those sites and weighed the relative merits of those sites against the site previously approved by the Board, such site being the site within the block bounded by the Leon Sullivan Way, Quarrier Street, Dickenson Street and Lee Street (Lee Street Site); and

WHEREAS, based on a review of the bases and criteria for the original selection of the Lee Street Site and upon various other criteria and factors considered for other sites and for the Lee Street Site that have since been considered, the Building Committee recommends that the Board ratify, adopt and confirm the Lee Street Site as the site for the location of the New Library;

NOW THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors hereby ratifies, adopts and confirms its earlier selection of the Lee Street Site along the south side of the 1000 block of Lee Street East in downtown Charleston as the location for the New Library.

Mr. Albert stated that the Coordinating Committee continues its efforts coordinate the activities of the Library and the Foundation and to keep everyone informed of the developments of the new Main Library project. Ms. Ginny George and Ms. Nelle Chilton have recently each hosted a donor cultivation event. Mr. Albert also stated that the case statement for the Library projects has been sent to the printer, and final copies are expected shortly. Work continues on determining a site for the new Elk Valley Branch facility.

There being no further business, the meeting was adjourned.

Michael G. Albert
President

Linda Y. Wright
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

NOVEMBER 13, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 13, 2006 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Silbernagel
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Woody
Ms. Poffenbarger	

Also present were: Ms. Linda Wright, Director, Ms. Caren Doyle, Human Resources Manager and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. Gene Zdrojewski, Zdrojewski and Company.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Dr. Byrd, seconded by Ms. Poffenbarger, and unanimously carried, the minutes of the October 9, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, the payment of Book Bills in the amount of $84,331.87 and General Bills in the amount of $159,472.51 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,216.48 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

The Bookmobile and its very enthusiastic staff members are receiving very good response to the new stops that were initiated this fall. The unit circulated over 4,000 items in October.

Representatives of Madcap puppets did a week long residency at Mary Ingles and Watts Elementary schools as part of the IMLS grant. They will return in March to present the puppet production on nutrition and exercise that they are currently writing. An article about the residency appeared in the Daily Mail.

During October there were a wide variety of programs offered. A number of locations offered some type of program for teens as part of the national Teen Read Week program. The program offered at the Main Library was very well attended. A number of

locations offered a program on the Amish way of life. These programs had 79 in attendance. Clendenin offered a program on ATV safety that had 43 participants.

A number of different Halloween related programs were held. Staff members Melissa Burchett of Children's Services and Susanna Holstein, Branch Services Manager, presented Halloween themed storytelling programs to an audience of 55 at Riverside and 40 at St. Albans. 200 children and adults attended a program of Halloween activities sponsored by the Clendenin Advisory Board. 30 attended a masquerade ball at Cross Lanes and 76 adults and children walked through a spooky house created by the Sissonville Advisory Board. In addition the bookmobile took on its seasonal persona of the "boomobile" and made 5 special appearances including the Book Festival which resulted in over 1,700 children and adults board the unit.

In the area of outreach the library again had a booth at the annual Cavalcade of Trade event sponsored by the Charleston Area Alliance. The bookmobile participated in the Teddy Bear Fair at Women's and Children's Hospital and had 250 people board the unit during the event.

The sixth West Virginia Book Festival was held at the Civic Center. All the many staff members involved in this event are to be highly commended for all their great work. The book sale was again a great success with sales totaling over $26,600.

Eighteen staff members from various departments and branches attended the West Virginia Library Association's annual conference which was held in Huntington this year.

REPORTS OF COMMITTEES:

1. Building Committee. At this point in the meeting Mr. Albert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon Ms. Chilton moved and Mrs. Rugeley seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

After discussion and upon motion by Mr. Kauffelt, seconded by Ms. Cloer and unanimously carried the following resolution was adopted:

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, McCabe Land Company Limited Partnership ("MLCLP") is the owner of one of the tracts within the footprint of the proposed New Library building and has indicated that the tract is available for purchase, such tract being a commercial building and related tract located at 208 – 212 Dickinson Street (the "Property"); and

WHEREAS, MLCLP has indicated that it is willing to sell the Property to the KCPL for a certain sum as discussed with the Board of Directors in executive session; and

WHEREAS, the Board believes that the President and the Director of the KCPL should attempt to purchase the property at a value consistent with the appraisal of the property by the Library's appraiser in a report dated June 30, 2003, as adjusted by the appraiser for certain escalators through June 1, 2006;

NOW THEREFORE BE IT RESOLVED, that the Board of the KCPL authorizes the President or the Director on behalf of the KCPL to enter into a purchase agreement or other instrument in order to purchase the Property from MLCLP at or below the price discussed with the Board in executive session, such purchase to be funded either from the KCPL unencumbered fund balance, from other funds available in trust, or in such other manner as provided in these resolutions and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the property, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Property for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Property for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Property from

Mr. McCabe for and on behalf of the Library, subject to later adequate fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between MLCPL and said donor; and

RESOLVED, that the President and the Library Director be, and they hereby, are authorized to discuss with MLCPL some acceptable resolution of the potential cost involved in removing asbestos from the Property, such possible resolutions to include an adjustment to the authorized purchase price, an agreed cap on the amount of the additional cost to be incurred by the Library in removing the asbestos, or such other resolution as they in their discretion think appropriate; provided, however, that such resolution shall receive the further approval of the Executive Committee or the Board; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions.

Ms. Wright reported that she has received a draft ADA compliance report from Mr. Mark Derry. Ms. Wright also stated there has been no further contact from the Department of Justice since their visit at the end of August.

2. Search Committee. Dr. Bailey reported that the Search Committee has been reviewing applications for the position of the Library Director and have interviewed two candidates via teleconference at Jackson and Kelly. The Committee will continue to review applications.

3. Financial Affairs Committee. Mr. P. Smith reported that the Financial Affairs Committee met to review the performances of the Jacobson Endowment investments with NTV and United Bank. It was discovered that the two firms have interpreted the investment policy differently. The Committee will meet again to discuss the differing

interpretations.

Upon motion by Mr. P. Smith, seconded by Ms. Woody and unanimously carried the following resolution was approved:

RESOLVED, That the 2006-07 budget be increased by $19,000 from the unencumbered fund balance to handle potential costs related to the Department of Justice's Project Civic Access report; and

FURTHER RESOLVED, That $9800 of these funds be added to the professional fees line item of the budget and $9200 be added to the building repairs and improvements line item of the budget.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Holiday Open Houses. A schedule of Open Houses for the library system was distributed.

2. Friends Group. Ms. Silbernagel reported that the Friends Group is sponsoring a Silent Basket Auction on March 31 at Sunrise. She stated that anyone who would like to contribute should contact Ms. Jane Turner.

There being no further business, the meeting adjourned.

Michael A. Abbott
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

DECEMBER 11, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 11, 2006 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Mrs. Rugeley
Mr. Kauffelt	Ms. Silbernagel
Ms. Pauer	Mr. M. Smith
Ms. Poffenbarger	Mr. P. Smith
Mr. Reustle	Ms. Woody

Also present were Ms. Linda Wright, Director, and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the minutes of the November 13, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $134,557.90 and the General Bills in the amount of $203,555.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,464.25 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

The Automation Department installed a new release on November 1 of the SIRSI automated library system software. On average SIRSI issues one major release about every 12 months. We took advantage of being closed to the public for Staff Development Day on November 1 so there was no interruption of service to the public during this installation.

Children's Book Week was celebrated in November. A children's program presented by Kulture Kids was offered in several locations around the system that week with a total attendance of about 130. Several presentations of the program "Get Up and Go with Teletubbies" were offered with an attendance of 185. This program was done in partnership with West Virginia Public Broadcasting as part of the IMLS grant. Another successful collaborative program was an early literacy workshop that was held at Riverside. Library staff members worked with Head Start staff members from Cedar Grove, Chesapeake and Pratt elementary schools. While library staff did a presentation to 30 parents about early literacy skills, head start staff kept their children engaged with various activities. The most unusual program that was offered in November was a program on European Board Games presented at the Main Library by the Appalachian Gamers organization. We had 18 adults and teens attend the program.

In the area of outreach KCPL had an exhibit and presented a health themed puppet show at the Family Health Day held at the Clay Center on November 11. This day was related to the IMLS grant and the very popular Sesame Street exhibit, "The Body", currently at the Clay Center.

Besides a very successful Staff Development Day which was presented on November 1 there were several other training opportunities that staff participated in during the month. The following training sessions were all presented by our own staff: 8 staff members from the Technical Services Department received training on cataloging with the new Java Client that is part of the just installed SIRSI upgrade. Two sessions of a reader's advisory presentation focusing on westerns were presented to 19 staff members.

REPORTS OF COMITTEES:

1. Building Committee. At this point in the meeting Mr. Albert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon Mr. Rolston moved and Mrs. Rugeley seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

Upon motion by Ms. Poffenbarger, seconded by Ms. Chilton, the following resolution was approved:

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, McCabe Land Company Limited Partnership ("MLCLP") is the owner of one of the tracts necessary for exchange with the United States

Postal System for the USPS property that will be within the footprint of the proposed New Library building and has indicated that the tract is available for purchase, such tract being a commercial building and related tract located at 208 – 212 Dickinson Street (the "Property"); and

WHEREAS, MLCLP has indicated that it is willing to sell the Property to the KCPL for a certain sum as discussed with the Board of Directors in executive session; and

WHEREAS, MLCLP AND KCPL have had further discussions and negotiations regarding the price and other terms and conditions for the sale of the Property; and

WHEREAS, the Board believes that the President and the Director of the KCPL should still attempt to purchase the property at a value consistent with the appraisal of the property by the Library's appraiser in a report dated June 30, 2003, as adjusted by the appraiser for certain escalators through June 1, 2006;

NOW THEREFORE BE IT RESOLVED, that President or the Director, be and they are hereby are authorized, on behalf of the KCPL, to enter into a purchase agreement and such other instruments in order to purchase the Property from MLCLP at or below the price discussed with the Board in executive session at the December 11, 2006, meeting, such purchase to be funded either from the KCPL unencumbered fund balance, from other funds available in trust, or in such other manner as the Board shall provide and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the property, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Property for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Property for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Property from Mr. McCabe for and on behalf of the Library, subject to later adequate fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between MLCPL and said donor; and

RESOLVED, that the President and the Library Director be, and they hereby, are authorized to discuss with MLCPL some acceptable resolution of the potential cost involved in removing asbestos from the Property, such

possible resolutions to include an adjustment to the authorized purchase price, an agreed cap on the amount of the additional cost to be incurred by the Library in removing the asbestos, or such other resolution as they in their discretion think appropriate; provided, however, that such resolution shall receive the further approval of the Executive Committee or the Board; and

RESOLVED, that the President of the Board discuss the acquisition with Counsel for the KCPL and also, prior to executing the sales agreement, that the President further discuss the terms and conditions of the proposed sale with the Board at the regular January 2007 Board meeting, including the issue of the KCPL issuing a one-year note for a portion of the purchase price and the status of any leasehold interests in the Property; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions.

Mr. Albert stated that the Coordinating Committee is recommending the following naming opportunities:

RESOLVED, That the following areas of the new main library be reserved for naming in recognition of major gifts to the campaign to construct a new main library:

- Atrium – The Clay Foundation, Inc.
- Non-Fiction and Reference Department – Bernard H. & Blanche E. Jacobson Foundation and Endowment
- Technology Training Room – American Electric Power Foundation
- Career Center – Jackson Kelly, PLLC
- Board Room – Ray Family

After discussion and upon motion by Ms. Chilton, seconded by Ms. Poffenbarger, and unanimously carried the above resolution was approved.

2. Financial Affairs Committee. Mr. P. Smith stated that the Financial Affairs Committee has received a draft from the auditors and will be reviewing the document at a meeting next week.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Legislator Information Sessions. Mr. Albert stated that information sessions were held in the Board Room of the main library on December 7th and 8th with four delegates attending.

2. Supreme Court Decision. Mr. Albert reported that the West Virginia Supreme Court recently issued a decision that the school funding formula currently in effect is Unconstitutional as applied to the counties that have library special acts. The decision found that Section 18-9A-12 needed to be revised to recognize in the distribution of state funds, the funds the Kanawha County Board of Education must raise for the library.

Library representatives will work to inform legislators of the importance of maintaining the integrity of the library's special act as the legislators determine how to address this situation.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JANUARY 8, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 8, 2007 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mrs. Rugeley
Dr. Bailey	Ms. Russell
Dr. Byrd	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Reustle	Ms. Woody

Guests: Mr. Chris DeWeese, Suttle and Stalnaker and Mr. Chris Winton, Ray Winton and Kelly.

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Dr. Byrd, seconded by Mr. P. Smith, and unanimously carried, the minutes of the December 11, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $64,083.74 and the General Bills in the amount of $122,314.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $445.64 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Outreach activities during December included the Bookmobile's appearance in the Christmas parades in Charleston and in Belle. Some members of the St. Albans staff and the Library Lynx appeared in the St. Albans Christmas parade. The Glasgow Library participated in the annual Glasgow Town Hall Community Open House. Katie Ross, Children's Librarian, made a presentation about the library's early literacy initiative to a board meeting of Connect Childcare.

As in the past most locations in partnership with the local advisory boards offer a holiday open house. This year the attendance at these open houses increased in several locations. The locations of the open houses and attendance were: Clendenin, 190; Cross Lanes, 400; Dunbar, 160; Riverside, 250; St. Albans, 145; Sissonville, 162. The open house in Charleston was done in partnership with the Friends of the Library and had 250

in attendance. I believe these open houses and the attendance at them illustrates the way our libraries have become a focal point in their respective communities.

Maintenance staff members spent a number of days during December working on the reorganization of staff work areas at Dunbar and St. Albans.

In the area of training, two staff members attended SIRSI training in Huntsville, Alabama where the headquarters of SIRSI is located. Two young adult readers advisory training sessions were offered to staff members by Tammy Imel, Young Adult Librarian from the Reference Department. Various Technical Services staff members attended training over the web from SIRSI in cataloging and the new materials acquisitions module we hope to implement by July 2007.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. P. Smith reported that the Financial Affairs Committee met twice to discuss the audit for year 2004 and noted several slight wording changes in the audit and in the management letter.

Mr. DeWeese reviewed the key points related to the audit.

Upon motion by Mr. P. Smith, seconded by Dr. Byrd, and unanimously carried the 2003/2004 management letter and audit, as amended, were approved.

The Board extended its appreciation for the work of Kim Duff on the 03/04 audit.

Mr. P. Smith noted that the Financial Affairs Committee members met with the auditor without the presence of staff and there were no findings.

On motion duly made and seconded, the Board adopted a resolution accepting the Management Letter and approving the Audit Report, with the minor wording changes recommended by the Financial Affairs Committee.

Upon motion by Ms. Rugeley, seconded by Ms. Russell, and unanimously carried the following resolution was approved:

WHEREAS, The library has received a grant of $7500 from the West Virginia Library Commission for the Book Festival;

NOW BE IT RESOLVED, That the fiscal year 2006-07 budget be increased to reflect this additional revenue to be used for expenses related to the Book Festival.

Upon motion by Dr. Bailey, seconded by Mrs. Rugeley, and unanimously carried the following resolution was approved:

RESOLVED, That the following transfers of funds be approved in relation to the FY 06/07 budget.

Transfer to:	**Amount**	**Transfer from:**
Professional Fees	$9,500	Contingency
Copier Expense	2,000	Contingency
Automation Supplies	9,000	Automation Repairs
Contractual Services	5,000	Contingency
Capital Expense - Vehicle	3,800	Contingency
Vehicle Maintenance	3,500	Contingency
Unemployment	1,800	Salaries

Upon motion by Ms. Russell, seconded by Ms. Woody, and unanimously carried

the following resolution was approved.

RESOLVED, That the Library Director is hereby authorized to seek bids and to purchase a truck for use in delivering materials and other items to branch library facilities at an amount not to exceed $42,500.

Upon motion by Ms. Cloer, seconded by Mrs. Rugeley, and unanimously carried the following resolution was approved:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 2007/2008:

Branch Contributions	**FY 07/08**
Clendenin	$3,912
Cross Lanes	7,728
Dunbar	60,276
Elk Valley	6,326
Glasgow	700
Marmet	2,950
Riverside	6,630
Sissonville	5,680
St. Albans	93,406

2. Search Committee. Dr. Bailey reported that the Search Committee has gone through a complete cycle of advertising and interviewing and ads were placed again during the first week of January. The committee has received additional resumes'.

3. Building Committee. At this point in the meeting Mr. Albert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon Mr. M. Smith moved and Dr. Bailey seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

Upon motion by Mr. P. Smith, seconded by Dr. Bailey, and unanimously carried the following resolution was approved:

RESOLVED, That the President and Library Director be authorized to take action as discussed in executive session on January 8, 2007; that the real estate sales agreement be executed; and that the purchase of the property be consummated on the terms and conditions as approved and adopted by the Board.

OLD BUSINESS:

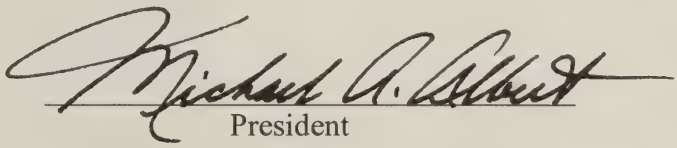
1. Supreme Court Decision. Information was distributed and discussed regarding the impact of loss of Board of Education funding. Ms. Wright stated that she will be

scheduling individual meetings with each of the legislators that were unable to attend either of the information sessions held in December.

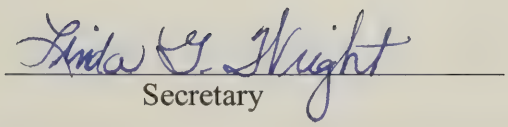
NEW BUSINESS:

1. Library Day at the Legislature. Ms. Wright stated that West Virginia Library Association's Library Day at the Legislature is scheduled for February 1, 2007. If anyone is interested in a ticket for the reception, they will need to contact Angie Cash in the Director's Office.

There being no further business, the meeting adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

FEBRUARY 12, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 12, 2007 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Silbernagel
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Woody

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. P. Smith, seconded by Ms. Poffenbarger, and unanimously carried, the minutes of the January 8, 2007 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount of $80,467.74 and the General Bills in the amount of $746,824.64 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $476.23 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

The most attended program offered in January was the ATV Safety course. Because of the high attendance and the public requests following the last series of this program last fall, another series was scheduled in January. These sessions were also very well attended. Approximately 285 people attended the six sessions offered at Clendenin, Cross Lanes, Dunbar, Marmet, Riverside and St. Albans branches. Other adult programs offered during January included several sessions of a program providing basic information about computers and the Windows software at the Main Library. These sessions were particularly well received by the seniors who attended. Two adult book discussion groups at the Main Library were well attended as was a program on basic knitting.

The theme of good health was continued in several children's programs in January. "Get Up and Go with the Teletubbies" had 29 in attendance at St. Albans. The "Yoga for Families" program had over 40 in attendance at Riverside and St. Albans.

In the area of outreach the Cross Lanes Branch hosted a visit by a group of cub scouts and their leaders. The Sissonville Branch hosted a community meeting sponsored by delegates from the 32nd district.

REPORTS OF COMMITTEES:

1. Search Committee. Dr. Bailey reported that the Search Committee continues to search for a Library Director and will be meeting again on February 13 for further discussions.

2. Building Committee. Mr. Albert reported that the Building Committee met to discuss the Dickinson Street building recently acquired by KCPL and the current arrangements with the two tenants. One tenant is on a month to month lease with 60 days notice of termination. The other tenant has a lease that expires on October 31, 2007 that has a 60 day termination clause. It was decided by the Building Committee to allow the tenants to remain in the building at this time.

Dr. Bailey reported that the Building Committee also discussed property for a new Elk Valley Branch Library.

Mr. Albert also reported that the Committee discussed the naming opportunities for the new Main Library and it was decided that a naming opportunity would stay in place for the life of the new building.

OLD BUSINESS:

1. Library Day at the Legislature. Ms. Wright reported that several members of the KCPL Board and Friends group attended Library Day at the Legislature and spoke to all the senators and almost all of the delegates from Kanawha County about the recent

Supreme Court decision regarding funding for public libraries with special library acts. Ms. Wright stated that the legislators were all very supportive of the library. Ms. Wright also stated that Senate Bill 541 was introduced Friday, February 9 which deals in part with issues regarding the Supreme Court decision.

NEW BUSINESS:

1. Retirement Resolution for Jane Saluta. Upon motion by Dr. Byrd, seconded by Ms. Chilton, and unanimously carried the following resolution was approved:

WHEREAS, Jane Saluta has retired from the Kanawha County Public Library effective January 12, 2007 and

WHEREAS, Jane Saluta has been employed by the Kanawha County Public Library since September 1990 and has served in the Popular Materials and Audiovisual Department at the Main Library; and

WHEREAS, Jane Saluta has fulfilled the responsibilities of this position in a highly exemplary fashion including a strong commitment to providing quality patron service and a high degree of dependability, accuracy, punctuality, responsibility and thoroughness; and

WHEREAS, Jane Saluta played an extremely important role in the significant growth and development of the Audiovisual Department and its collection and services.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Saluta's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Saluta a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof furnished to Ms. Saluta.

2. Friends Fundraiser. Ms. Silbernagel reminded everyone of the fundraiser being sponsored by the Friends Group "A Tisket – A- Tasket, A Literary Basket" which will be held on Saturday, March 31, 2007 at 6:30 p.m. at Farmer, Cline and Campbell. Admission to the event is $25. Proceeds will go to benefit the library's children's programming.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MARCH 12, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 12, 2007 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Russell
Dr. Bailey	Ms. Silbernagel
Dr. Byrd	Mr. M. Smith
Ms. Chilton	Mr. P. Smith
Ms. Cloer	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
Ms. Poffenbarger	Ms. Woody

Also present were: Ms. Linda Miller, Associate Director for Public Services, Ms. Caren Doyle, Human Resources Manager and Ms. Sandy Frercks, Office Associate.

Mr. Albert presided.

Approval of Minutes. Upon motion of Dr. Byrd, seconded by Ms. Silbernagel, and unanimously carried, the minutes of the February 12, 2007 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $61,397.66 and the General Bills in the amount of $251,242.18 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. Mr. Kauffelt submitted bills to be paid from Special Funds of $915.18 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. On behalf of the Director, Ms. Miller gave an oral report on the activities of the Library for the month of February. Included were the following:

Unfortunately the extended cold weather in February took its toll on the usage of the library. There was a seven percent decrease in the circulation of materials over February of last year. Also library services at the Cross Lanes and Dunbar branches were impacted by the large water and gas main break in Dunbar. In addition the bookmobile was off the road for two weeks in February for major repairs.

February 1 marked the launch of the library's updated website. The design and layout of the site allow for easier navigation through the website. Along with the new website, we initiated a new electronic service "Pearl's Picks". This service is updated monthly and features recommendations of newly released titles. In addition the staff started to use another new electronic service which is produced each weekday and identifies books and authors that are being featured on a wide variety of television shows. This service allows us to more promptly order materials that will likely be requested by our patrons.

This year's Sunday Jams musical programs began the first Sunday in February. 287 attended the four programs offered during the month in the Main Library's Children's Department. Another well attended program offered by the Children's

Department last month was ventriloquist Ron Johnson. Two sessions of his program drew an audience of 161 children and adults. Another of the always popular History Alive programs from the West Virginia Humanities Council was offered at a number of locations. The program on Booker T. Washington attracted almost 200 people to Dunbar, Elk Valley and Riverside. This program was also offered at Cross Lanes in collaboration with Andrew Jackson Middle School and had 350 in attendance at that performance. Former KCPL children's librarian, Daisy Stemple Bennet, presented a very popular program entitled "Clues in Quilts" at a number of locations and 218 people attended that program.

A number of staff members took advantage of training opportunities in February. Five staff members attended the annual national SIRSI conference offered by our library circulation and catalog software vendor. The library also contracted with SIRSI to bring consultants to the library in February to assist library staff involved in the planning of the initiation of a component of the software, materials acquisition. These consultants also offered some basic training to the staff in the Technical Services Department. This training and assistance moves this project one large step forward towards its implementation date of July 1. Other training opportunities included four staff members attending a one day workshop in Ohio on merchandising the materials in our collection and eleven staff members attending an annual conference here in Charleston on a wide diversity of services to children.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Poffenbarger reported that terms of office will expire for Mr. Kauffelt, Mrs. Rugeley and Ms. Russell on June 30, 2007. All three members have been asked and have agreed to serve another six years. Upon motion by Ms. Poffenbarger, seconded by Dr. Bailey and unanimously carried Mr. T. D. Kauffelt, Mrs. Virginia Rugeley and Ms. Angelia Russell will be recommended to the Kanawha County Board of Education for six-year terms ending June 30, 2013.

2. Financial Affairs Committee. Mr. Kauffelt presented several resolutions to the Board, all of which were seconded by Ms. Silbernagel and unanimously carried. They are as follows:

RESOLVED, That the FY 2006/07 budget be amended to acknowledge the $561,000 Equity Account that was used in the purchase of the Dickinson Street property from the McCabe Land Company.

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RESOLVED, That the following budget transfers be approved in relation to the FY 06/07 budget:

Transfer To:	Amount	Transfer From:
FICA	$18,000	Professional Salaries
Workers Compensation	2,000	Professional Salaries
Automation Supplies	15,000	Automation Repairs & Maint.
Contractual Services	7,000	Phone
Contractual Services	5,000	Professional Salaries
Recruitment	5,000	Professional Salaries

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RESOLVED, That $45,000 be transferred from the fund balance to cover expenditures for services related to planning of the proposed branch building projects.

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Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $850,000 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2007;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.
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RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,516,000 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2007;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,516,000 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2007;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

3. Search Committee. Dr. Bailey reported that Mr. John Paul Myrick, candidate for the Library Director's position, will be visiting the main library and branches on March 22 and 23. Several structured and informal meetings are scheduled with Mr. Myrick, and he will also be taking a tour of the system facilities and will receive an introduction to the new building projects. Board member participation is encouraged at the meeting to be held on Thursday, March 22, at 8:30am in the Ray Room. A staff presentation will be held on Friday, March 23, at 8:00am in the Ray Room.

The Search Committee had two additional video interviews scheduled this week and may be adding a fourth video interview in the next couple of weeks.

OLD BUSINESS:

1. Building Projects. Ms. Miller reported that a March 22 Cross Lanes community meeting is scheduled to present the design plans; Advisory Board meetings will be set up with Dunbar, St. Albans and Sissonville during April; the Marmet property is being surveyed so that a document of agreement can be presented to Marmet city officials. Dr.

Bailey reported that the Elk River Community Center property is still being sought, although other sites are being considered.

2. Library Friends Fund Raiser. Ms. Silbernagel reported that 55 baskets have been donated to the "A Tisket, A Tasket – A Literary Basket" fund-raiser auction that is scheduled for Saturday, March 31, at 6:30 p.m. at the law office of Farmer, Cline and Campbell (formerly Sunrise Museum). Some features of the event are: live music, food, drinks, Senator Walt Helmick will conduct the live auction of several baskets valued over $1000; Visa/Mastercard payment capability. A postcard mailing has taken place; to date, 100 tickets have been sold at $25 each.

3. Legislative Session. Mr. Albert noted that Ms. Wright did an extraordinary job on dealing with legislative bills that would affect the Kanawha County Public Library. Mr. Albert will send an email summary of the contents of the final version of the bill.

NEW BUSINESS:

1. Retirement Resolution for Lucy Morris. Upon motion by Dr. Byrd, seconded by Ms. Chilton, and unanimously carried the following resolution was approved:

> WHEREAS, Lucy Morris was employed by the Kanawha County Public Library from March 1980 until April 1, 2007; and
>
> WHEREAS, Ms. Morris has provided dedicated service to the library in various roles and from April 1991 served in the Children's department at the Main Library branch; and
>
> WHEREAS, Ms. Morris shared with countless numbers of children the wealth

of information that can be found in books and encouraged them to enjoy reading; and

WHEREAS, Ms. Morris fulfilled the responsibilities of her position with great competence, diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Morris' years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Morris a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose;

AND BE IT FURTHER RESOLVED That this resolution be spread upon the minutes of this meeting of the Kanawha County Board of Directors and a copy thereof be furnished to Ms. Morris.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

APRIL 9, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 9, 2007 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Ms. Silbernagel
Ms. Cloer	Ms. Tarr
Mr. Kauffelt	Ms. Woody
Ms. Pauer	

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. Chris Winton of the law firm of Ray Winton, and Kelly.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mrs. Rugeley, seconded by Ms. Chilton, and unanimously carried, the minutes of the March 12, 3007 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $40,193.58 and the General Bills in the amount of $131,368.94 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $422.28 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

This year marked the 50th anniversary of the publication of the title CAT IN A HAT. Each of our locations took advantage of the publicity surrounding this milestone and offered special programming to mark Dr. Seuss's birthday. Over 600 children and parents attended the various programs. Also in March the major library program that was a part of the IMLS grant took place. As part of this grant the library contracted with MadCap Puppets to write a 30 minute puppet play. Several members of this group visited last fall and gathered information from children about healthy eating and lifestyles. Over the winter they wrote the play and made the stage setting and puppets and in March presented the play 17 times at various library, school and community locations. Approximately 400 children and adults attended the performances that were presented at five of our locations and over 1600 children and caregivers attended performances at elementary schools and non-profit agencies.

Other programming this month included the Elk Valley Library hosting an exhibit of youth artwork. The Elk Valley Women's Club worked on this event including hosting a reception which was attended by 55 youth and adults. The exhibit was on display at Elk Valley throughout the month. The Clendenin staff worked with the Clendenin Women's Club to co-sponsor a History Alive performance about Harriet Tubman and 51 attended that program. Another well received program last month was cake decorating which was offered at five different locations.

The order of business was changed. The first item of business discussed was the Legislative Session.

Legislative Session. Title 173 Legislative Rule (Library Commission Series 1 Administrative Rules) was for the information of Board members. Mr. Winton reported that during the recent legislative session HB2048 was approved. This bill is related to the terms of library board members. Mr. Winton has reviewed HB2048 and stated that the 1957 Special Library Act for Kanawha County would take precedence.

Senate Bill 541. Mr. Winton stated that Senate Bill 541 is a bill that addresses public school financing. A section in the bill addresses the recent Supreme Court decision regarding the funds from boards of education to meet the obligation to public libraries with special acts. Although the Supreme Court decision indicated there was no problem with special library acts, they did find that boards of education with special library acts were being treated unfairly by the State Department of Education as the State was not taking into consideration this obligation when allocating funds to boards of education using the school aid formula.

Mr. Winton indicated that the following language in the bill could present future issues related to the funding the library receives from the Board of Education:

(h) Notwithstanding any provision of any special act set forth in subsection (g) of this section to the contrary, the county board of any county with a special act creating a library obligation out of the county's regular school levy revenues may transfer that library obligation so that it becomes an obligation of its excess levy revenues instead of its regular school levy revenues, subject to the following:

(1) If a county board chooses to transfer the library obligation pursuant to this subsection, the library funding obligation shall remain an obligation of the regular school levy revenues until after the fiscal year in which a vote on an excess levy occurs;

(2) If a county board chooses to transfer the library obligation pursuant to this subsection, the county board shall include the funding of the public library obligation in the same amount as its library funding obligation on its regular levy revenues as the purpose or one of the purposes for the excess levy to be voted on;

(3) If a county board chooses to transfer the library obligation pursuant to this subsection, regardless of whether or not the excess levy passes, effective the fiscal year after the fiscal year in which a vote on the excess levy occurs, a county's library obligation on its regular levy revenues is void notwithstanding any provision of the special acts set forth in subsection (g) of this section to the contrary; and

(4) Nothing in subdivision (3) of this subsection prohibits a county board from funding its public library obligation voluntarily.

REPORTS OF COMMITTEES:

1. Long Range Planning Committee. Ms. Cloer reported that the Long Range Planning Committee met in March at the Dunbar branch library to review and discuss the progress of the Long Range Plan. Ms. Cloer commended KCPL staff members for all the work that has been done this past year.

2. Public Services Committee. Ms. Pauer reported that the Public Services Committee met on March 26 and discussed the limits on the total number of library

materials that could be checked out at one time on a patron's card. Upon motion by Ms. Pauer, seconded by Mrs. Rugeley, and unanimously carried the following resolution was approved:

RESOLVED, That the maximum number of items that may be checked out on a patron's library card will be increased from the current 20 items per card to 50 items effective June 4, 2007; provided, the Public Services Committee will from time to time determine whether this maximum number is presenting problems.

3. Building Committee. Mr. Albert stated that the Building Committee met to discuss additional naming opportunities in the new main library. Upon motion by Dr. Bailey, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

RESOLVED, That the Board of Directors approves the following additional areas of the new main library be added to the list of areas that can be named:

$1,000,000 Level

a. Audiovisual Resources Area of the Popular Library including the Listening/Viewing Stations.

b. Medical Resources Area in the Reference/Non-Fiction Department with several computer workstations and perhaps a commitment to do an annual program series related to consumer health topics.

$125,000 Level

a. Large casual reading area adjacent to the periodical display area in the Non-Fiction/Reference Department.

b. Large casual reading area with large plasma screen monitor in the Popular Library.

4. Search Committee. Dr. Bailey stated that the Search Committee is bringing in this month two additional candidates to be interviewed. Dr. Mary Harper will be here on April 16 and Mr. Alan Englebert on April 19. Dr. Bailey invited all Board members to attend the panel interviews.

OLD BUSINESS:

1. Building Projects. Ms. Wright reported on the following branch projects:

Cross Lanes Branch – A community meeting has been held to solicit comments on the proposed layout.
Dunbar and St. Albans branches – Meetings with Advisory Boards are being planned to present proposed designs.
Sissonville Branch – A community meeting has been scheduled in early May to solicit public comments on the proposed layout.
Elk Valley – Possible sites are continuing to be explored.

Ms. Wright then explained the situation with regard to a site for the new Marmet branch library.

Upon motion by Dr. Byrd, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

WHEREAS, the Kanawha County Public Library ("KCPL") has discussed with the Town of Marmet ("Town") a possible site on which to locate a new library facility for the Marmet Branch Library ("Marmet Branch") serving the Town;

WHEREAS, the Town recently acquired property located along Route 61 (MacCorkle Avenue, S. E.), from Appalachian Power Company by deed dated April 5, 2006, such property ("APCo Property") being more fully described in such deed; and

WHEREAS, subject to certain terms and conditions, the Town has indicated that it is willing to transfer a portion of APCo Property to the KCPL as the proposed site for the Marmet Branch; and

WHEREAS, the Board believes that the President and the Director of the KCPL should be authorized to finalize efforts and consummate documents to obtain the property from the Town.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library approves the draft deed ("Deed") with the Town for a portion of the APCo Property on which to locate a new Marmet Branch Library; and

RESOLVED, that President or the Director, be and they are hereby are authorized, on behalf of the KCPL, to finalize discussions with the Town for the acquisition of a portion of the APCo Property for the Marmet Branch and, on behalf of the KCPL to accept said property on behalf of the KCPL under the terms and conditions of the Deed discussed with the Board in executive session at the April 9, 2007, meeting, which Deed was subsequently presented to and approved by the Board; and

RESOLVED that the acquisition of such portion of the APCo Property shall be transferred at no cost to the KCPL library and subject to (i) a reverter that such property shall be transferred to the Town or its successor if the property ceases being used as the site for the Marmet Branch Library and (ii) prior to accepting ownership and responsibility for such property, the KCPL shall have the right to review and be satisfied with an environmental review of the portion of the APCo Property to be conveyed to the KCPL, including a review for the possible existence of asbestos, underground tanks or other environmental conditions that might exist; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions, including agreeing to such minor modifications to the Deed as they, with the advice of legal counsel to the KCPL, deem to be necessary.

RESOLVED FURTHER, That the concept of a reversionary situation will be explored further.

2. Friends Fund Raising Event. Ms. Silbernagel reported that basket auction was an enormous success. Everyone enjoyed themselves and the Friends Group made approximately $18,000 on the basket auction. Ms. Silbernagel stated that this event would be held again next year with Ms. Jane Turner once again chairing the committee.

NEW BUSINESS:

1. National Library Week Resolution. Upon motion by Mr. Albert, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

WHEREAS, April 15 through April 21, 2007 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of almost one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on April 9, 2007 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

2. Library Foundation – Financial Services. Ms. Wright stated that the Library

Foundation received nine requests for proposals for investment services and that the Foundation Board is awarding the contract to the Fifth Third Bank.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MAY 14, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 14, 2007 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Ms. Caren Doyle, Human Resources Manager and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Ms. Russell, seconded by Dr. Byrd, and unanimously carried, the minutes of the April 9, 2007 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried, the payment of Book Bills in the amount of $83,579.89 and the General Bills in the amount of $161,712.40 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,194.65 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

As part of National Library Week in April the library offers a fine free week to encourage the return of long overdue materials. This year just over 2800 long overdue materials were returned. The oldest long overdue item was returned at Dunbar, a paperback that was due in February of 1976.

The best attended adult program offered in April was a program on the holocaust presented by Katie Wells at the Main Library. A capacity audience of 60 attended. Children's Services coordinated a program on the history of clowns at a number of library locations during National Library Week. In addition two presentations of the program were presented at the Cedar Grove Community School and Midland Trail Elementary.

Five staff members were involved in three presentations at the West Virginia library Association's annual spring workshops for library staff members across the state.

Each year in the spring a local daycare in the Sissonville community arranges to bring her children and their parents to the Sissonville library for an outing. This year 36 children listened to stories and participated in various activities.

The library was involved in several outreach events during April. Staff members from Marketing and Children's services as well as the bookmobile participated in the YMCA's Healthy Kids Day. Over 700 people visited the bookmobile during the 4 hours of the event. Staff from the Children's Services Department worked with representatives from the West Virginia Symphony to plan and present activities prior and during the symphony's Dino-Mania concert on Saturday morning, April 14. There were over 700 attendees at this concert. Staff from the Children's Services Department also participated in Central Child Care's Week of the Young Child event held at the Kanawha Mall. There were over 150 participants in the event. On April 28 the IMLS grant programmer, Jennifer Cavender, made a presentation to over 150 attendees at the Connect Child Care Conference. Ms. Cavender's presentation highlighted how to use library resources to encourage healthy eating habits in children.

REPORTS OF COMMITTEES:

1. Search Committee. Dr. Bailey commended everyone on the Search Committee for all their efforts in the selection of a new library director. He also thanked those who entertained candidates during their visits. Mr. Albert stated that the committee hopes to bring a candidate proposal to the Board for consideration in the near future.

OLD BUSINESS:

1. Building Projects. Dr. Bailey reported that a presentation was made to the Elk River Community Association regarding the new site for the Elk Valley branch. The Elk River Community Association will be meeting Tuesday, May 22 to discuss the proposal.

Dr. Bailey stated that community meetings were held in Dunbar, St. Albans and Sissonville regarding the proposed schematic plans for those branch libraries.

NEW BUSINESS:

1. Annual Meeting Date. After discussion it was decided that the Annual Board of Director's meeting will be held on July 9, 2007 at 2:00pm at the Main Library.

2. Nominating Committee. Mr. Albert stated that he will contact individuals to serve on the Nominating Committee.

3. Introduction of Jamie Bayne. Ms. Miller gave some background information on Ms. Jamie Bayne who has recently been hired as Manager of the Popular Materials Department at the Main Library.

4. Courier Van. After discussion and upon motion by Dr. Bailey, seconded by Ms. Russell and unanimously carried the following resolution was approved:

RESOLVED, That the 2000 GMC courier van be declared surplus property; and

FURTHER RESOLVED, That the Library Director be authorized to donate this vehicle to a worthy non-profit group or advertise and sell this vehicle.

There being no further business, the meeting adjourned.

Richard A. Albert
President

Linda K. Wright
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JUNE 11, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 11, 2007 at 3:30 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Mr. M. Smith
Ms. Chilton	Mr. P. Smith
Ms. Cloer	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
	Ms. Woody

Guests: Mr. John Harris, Bastian and Harris and Mr. Hank Walker, ZMM Inc.

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, and by invitation, Ms. Caren Doyle, Human Resources Manager and Ms. Sandy Frercks, Office Associate.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Ms. Tarr, seconded by Dr. Byrd, and unanimously carried, the minutes of the May 14, 2007 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Woody, and unanimously carried, the payment of Book Bills in the amount of $92,576.69 and the General Bills in the amount of $118,405.94 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $150,246.18 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Woody, and unanimously carried it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

The Automation Department working in tandem with representatives from the West Virginia Library Commission have been working for several months to try to improve the response time of the computers at the Main Library. In May the Library Commission installed a second T-1 line to try to remedy this situation. Also during May the Automation Department worked on installing a new release of the PC reservation software at the Main Library. This software acts as the gatekeeper for public access to the computer workstations. Also in May the department worked to load the new laptop computers that have been purchased for the use of the staff at each branch. Each library has been issued a laptop to assist with programming, off site registration and other staff work projects.

Also in the area of technology, Susan Murphy, the library's SIRSI Coordinator, has been working for several months to develop staff training sessions to train staff on

some significant changes in the SIRSI software that staff will experience when the next upgrade is installed. During May Susan offered 11 training sessions over a two week period on these changes.

During May staff members across the system in public services were busy getting ready for this summer's various reading clubs. The children's reading program this year will continue the wellness theme we have emphasized this past year during the IMLS grant. The program is entitled "Readers In Motion". For the past several months library staff have been working with a new piece of software that will allow children to enroll or be enrolled for the program via the library's website. Staff members at each branch have received training on the use of this software. Also during May staff members made numerous presentations about the summer library club at schools and daycares across the county. During May staff members at each location were busy recruiting teens for the annual volunteen program. A number of orientation sessions were offered to these prospective volunteers. The adult summer library Club was launched at the end of May.

A sampling of some children's programs offered during May include two programs offered at Clendenin, the annual pet parade that had 23 participants and a mother's day tea which had 20 participants. At St. Albans a kindermusik program drew an audience of 15 children. A number of locations during May offered a "Dance, Dance, Revolution" program to encourage children to be more active. A total of 300 participated in these programs including the students at Marmet Elementary School which partnered with the library to offer the program as part of their end of the school year carnival.

Outreach activities in May included the bookmobile's participation in the Thomas Memorial Hospital Health Fair which drew over 750 people to come on to the bookmobile. The bookmobile was also a participant in the Belle Town Parade. The library also had a booth at the Senior Expo at the Civic Center.

Several special activities last month included the hanging of the annual summer quilt exhibit on the first floor of the Main Library. This year the theme of the exhibit is gardens. Also during May the library began to distribute a brochure developed by children's librarian, Melissa Burchett. The brochure is entitled "Walk for the Art of It" and has the goal of encouraging people to walk and to view various outdoor works of art in downtown Charleston.

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Albert reported that the committee met on Friday, June 8, 2007, to view presentations by the architectural firms of ZMM, Inc. and Bastian & Harris pertaining to building projects for several branches. He then introduced Mr. Hank

Walker from ZMM, Inc. whose presentation involved proposed expansions of space and schematic designs for the Cross Lanes and Sissonville branches. ZMM proposes a 2,010 square foot addition to Cross Lanes with a projected cost of $592,300 and a 1,641 square foot addition to Sissonville at a proposed cost of $483,660.

Mr. John Harris of Bastian and Harris followed with a presentation of the proposals for the Dunbar and St. Albans branches. His firm recommends a 2800 square foot expansion and remodeling of existing spat at Dunbar at a projected cost of $1,750.000 and 9100 square foot addition and remodeling of existing space at St. Albans at a projected cost of $2,450,000.

The following Building Committee resolution was brought before the Board:

WHEREAS, the Kanawha County Public Library Board of Directors ("Board"), at a meeting held on January 9, 2006, authorized and approved contracts for the architectural services with ZMM, Inc., ("ZMM"), for the design of additions to the Cross Lanes and Sissonville branches and the design of new buildings for Elk Valley and Marmet and a second architectural contract was awarded to Bastian & Harris for additions and remodeling at the Dunbar and St. Albans branches; and

WHEREAS, members of the library staff and the public thereafter met on various occasions with the architects from both firms to discuss the proposed general design concepts for the Cross Lanes, Sissonville, Dunbar and St. Albans projects; and

WHEREAS, the Building Committee of the Board has also met with and discussed the proposed designs with the firms and recommends approval of the schematic designs for the Cross Lanes, Sissonville, Dunbar and St. Albans building projects;

NOW, THEREFORE, BE IT RESOLVED, That the Board of the Library hereby approves the schematic designs for the Cross Lanes, Sissonville, Dunbar and St. Albans building projects and authorizes the Officers and Committees of the Board to move forward to consider funding for the construction of these

projects and to address any further issues with respect to these projects; and be it further

RESOLVED, That the Director of the Library will make periodic reports to the Board regarding the status of these branch building projects and will bring to the Board any significant questions and concerns relating to the cost and funding prior to committing to the commencement of construction of the projects; and be it further

RESOLVED, That the Executive Director and President of the Board are hereby authorized to undertake such acts and execute such documents as may be necessary to carry into effect the foregoing resolutions, consistent with the general and ongoing oversight obligations by the Board of the Library with regard to the cost, funding and construction of the Cross Lanes, Sissonville, Dunbar and St. Albans branch building projects.

Upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger and unanimously carried the above resolution was approved.

Mr. Albert reported that the building campaign had reached half of the goal for the private fundraising. Mr. Albert then updated the Board on main library and branch site matters.

2. Finance Committee. Mr. Parker Smith reviewed the proposed budget for fiscal year 2007/2008.

After much discussion Mr. P. Smith made a motion to accept the 2007/2008 proposed budget as submitted by the Financial Affairs Committee. Dr. Bailey seconded.

Ms. Tarr made a motion to amend the budgeted amounts for salaries. Ms. Poffenbarger seconded the motion. The motion to amend the budget was defeated.

Mr. Albert then asked for a vote on the original motion to approve the budget as recommended by the Financial Affairs Committee. The motion was unanimously approved.

The members then considered another resolution forwarded from the Financial Affairs Committee regarding amending the current FY 2006/07 budget. Upon motion by Dr. Byrd, seconded by Dr. Bailey and unanimously carried the following resolution was approved:

RESOLVED, That the fiscal year 2006/2007 budget be increased by $53,280 to acknowledge receipt of a special projects grant from the West Virginia Library Commission for the following projects:

Automation Software	$ 7,600
Branch Library Building Projects	18,000
Building Repair and Maintenance	3,800
Furniture and Equipment	7,880
Main Library Building Project	10,000
New Bookmobile	6,000
TOTAL	**$53,280**

3. Nominating Committee. Mrs. Rugeley reported that the current officers, Mr. Mike Albert, President; Dr. Ken Bailey, 1st Vice President; and Mr. Matt Smith, 2nd Vice President, have agreed to serve for another year. The election of the officers will take place at the annual meeting of the Board in July 2007.

NEW BUSINESS:

1. Resolution to recognize the retirement of Jean Andrews. Upon motion by Mr. Kauffelt, seconded by Dr. Bailey and unanimously carried the following resolution was approved:

WHEREAS, Ms. Jean Andrews has submitted her intent to retire effective July 27, 2007; and

WHEREAS, Ms. Andrews was employed by the Kanawha County Public Library from September 25, 1979; and

WHEREAS, Ms. Andrews served as the Branch Manager at the Clendenin branch from 1979 until 1992; and

WHEREAS, Ms. Andrews attained her Master's of Library Science in September 1991 through the Kanawha County Public Library's reimbursement program while continuing to work full-time; and

WHEREAS Ms. Andrews has served in the Technical Services Department as Cataloger from August 1992 until her retirement; and

WHEREAS, Ms. Andrews fulfilled the responsibilities of each of her positions with great competence, diligence, caring, loyalty and integrity.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Andrews' years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Andrews good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof furnished to Ms. Andrews.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 9, 2007

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 9, 2007 at 2:00 p.m. at the Main Library.

The following members were present:

Mr. Albert	Mrs. Rugeley
Dr. Bailey	Ms. Russell
Dr. Byrd	Ms. Silbernagel
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	Ms. Woody
Mr. Reustle	

Also present were Ms. Linda Wright, Director, Mr. Alan Engelbert, Director (Select), and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Susie Salisbury, Charleston City Council, Ms. Roberta Jones, representing Mayor Danny Jones, City of Charleston, Senator Dan Foster, Delegate Danny Wells, Mr. Bob Hiser, Elk Valley Advisory Board member, Ms. Billie Sue Basford, Glasgow Advisory Board member, Ms. Betty Atkins, Mr. Terry Fontalbert, Ms. Marian Hansford, and Ms. Patsy Hume, Marmet Advisory Board members, Ms. Louise St. Claire, Sissonville Advisory Board member, Ms. Mary Kay Bond and Mr. Tom Heywood, Foundation Board of Directors, Ms. Laura Lee Albert, Friend of the Library, and Ms. Frances Sloan, former KCPL Board member.

Mr. Albert then introduced Mr. Alan Engelbert, new Director of the Library.

Approval of Minutes. Upon motion by Dr. Byrd, seconded by Ms. Poffenbarger, and unanimously carried, the minutes of the June 11, 2007 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of $233,856.69 and the General Bills in the amount of $ 146,544.38 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Resolution. Upon motion by Ms. Chilton, seconded by Ms. Poffenbarger and unanimously carried the following resolution was approved:

WHEREAS, because of the planned and imminent retirement of Linda Wright as the Director for the Kanawha County Public Library ("Library"), Alan Engelbert has been hired as the new Director of the Library; and

WHEREAS, it is necessary for continuity within the Library that there be a transition period during which the financial books and records of the Library, including the authority to write checks on various of the Library's accounts, are examined and transferred to the new Director; and

WHEREAS, in order to the undertake that transition in an orderly manner, the Board believes that certain personnel should be authorized to sign checks until the further action of the Board at the August 2007 Board meeting.

NOW THEREFORE BE IT RESOLVED, that any two of the following, Alan Engelbert, Linda Wright, Linda Miller and Mike Albert, shall be authorized and required to sign checks or other authorizations on behalf of the Library until further action of the Board at the August 2007 meeting; and be it further

RESOLVED, that each of the above persons are authorized to sign check writing authorizations or agreements in such form as the various financial institutions shall require to document the power and authority from the Board to sign such checks in the manner provided; and be it further

RESOLVED, that those persons are also authorized to execute such other writings or instruments necessary or appropriate to carry the foregoing resolutions into effect.

REPORTS OF COMMITTEES:

1. Nominating Committee. Mrs. Rugeley reported that the Nominating Committee was recommending the following slate of officers for the 2007/2008 fiscal year:

- Mr. Mike Albert – President
- Dr. Ken Bailey – First Vice President
- Mr. Matt Smith – Second Vice President
- Mr. Alan Engelbert – Secretary/Treasurer
- Ms. Linda Miller – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger, the above-named officers were elected by acclamation.

NEW BUSINESS CONTINUED:

1. Annual Report. Ms. Wright presented the Annual Report highlighting the accomplishments of the library system during the 2006/2007 fiscal year. A copy of the annual report is attached to the minutes of this meeting.

Ms. Pat Abbot, Riverside branch manager and Ms. Jane Hicks, Bookmobile Services Coordinator made a presentation about the Bookmobile. Ms. Abbot read a note of thanks to the bookmobile staff from Ms. Betty Orr. The following library patrons made remarks about their experiences with service from the Bookmobile: Ms. Jeanine Boothe, Mr. Marvin Reed, Ms. Jean Reed, Ms. Jessie Skiles and Ms. Nina Perry, along with her grandchildren.

Ms. Terri McDougal, Children's Services manager, Ms. Jennifer Cavender, children's librarian for the IMLS grant, Ms. Melissa Burchett and Ms. Judy Polak, children's librarians made a presentation about the library's participation in the Institute of Museum and Library Services Grant, "Beginning a Healthy Life." Ms. Maggie Cabell and Ms. Alice Bird, teachers and library patrons also made remarks about their experience with the IMLS programs the library offered.

2. Ms. Linda G. Wright. Mr. Albert stated that Ms. Wright is retiring effective July 20, 2007. Mr. Albert spoke of Ms. Wright's loyalty, perseverance and dedication to the Kanawha County Public Library system for over 20 years and accepted a motion for the approval of the following resolution:

> WHEREAS, the Board of Directors of the Kanawha County Public Library, in recognition of the stellar and steadfast efforts and achievements of Linda G. Wright during her tenure as Director of the Library, believes that the Library should recognize those efforts of Linda G. Wright on behalf of the Library; and
>
> WHEREAS, the Board has determined that it will recognize Linda Wright's efforts by having a plaque prepared and installed in a prominent place in the new Library as a tribute to her and will name her as an honorary emeritus director of the Library.
>
> NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the preparation and subsequent installation of a plaque to be mounted in a prominent location within the new Charleston Main Library, with such plaque to read in substance as follows, subject to such later changes as shall be approved by the Board:

LINDA G. WRIGHT, DIRECTOR

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM

1986-2007

HER VISION, COMMITMENT, AND SELFLESS DEDICATION TO THE KANAWHA COUNTY PUBLIC LIBRARY SYSTEM AND TO IMPROVEMENT AND EXPANSION WITHIN THE SYSTEM FOR TECHNOLOGY, EDUCATION, LITERACY, OUTREACH AND TRAINING, FACILITATED THE CONSTRUCTION OF THIS LIBRARY AND NUMEROUS OTHER MAJOR CAPITAL PROJECTS WITHIN THE KANAWHA COUNTY PUBLIC LIBRARY SYSTEM DURING HER TENURE.

THE BOARDS OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

THE LIBRARY FOUNDATION OF KANAWHA COUNTY, INC.

RESOLVED, that Linda Wright be, and she hereby is, named as an honorary and emeritus director of the Board of Directors of the Kanawha County Public Library System to serve in such capacity with the approval and consent, and at the direction, of the Board.

Mrs. Rugeley seconded the motion and the above resolutions were unanimously approved.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

AUGUST 13, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 13, 2007 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Ms. Russell
Dr. Byrd	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Reustle	Ms. Whitehead

Also present were: Mr. Alan Engelbert, Director, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. P. Smith, seconded by Dr. Byrd, and unanimously carried, the minutes of the July 9, 2007 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried, the payment of Book Bills in the amount of $131,259.01 and the General Bills in the amount of $189,741.42 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $476.23 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave an oral report on activities for the month of July. Included were the following:

- Visiting branches and orientation on a variety of issues, including building projects, the budget, and SB541 and related funding and political matters.
- Learning about accounting, workflows, patterns of decision-making, facilities, technology and automation, fund raising, architectural planning, personnel issues and hiring, and generally getting to know staff members.
- Examining telecommunications issues, implementing wireless Internet access in Charleston, adding additional PC's for public use, making more use of the Technology Center, and upgrading the phone system to allow for voice mail and other features.

Engelbert applauded the staff for the wonderful summer reading program and provided information about the pilot project to provide "Playaways (MP3 audiobooks) to the public. He stated that his main goal over the next several months would involve dealing with issues raised by Senate Bill 541.

Mr. Albert then reported on the $1 million pledge made by Central West Virginia Convention and Visitors Bureau stating that this is the first public contribution. This group will dedicate $100,000 annually over the next ten years.

REPORTS OF COMMITTEES:

1. Financial Affairs. Upon motion by Mr. P. Smith, seconded by Dr. Byrd, and unanimously carried the following resolutions were approved:

WHEREAS, The library has received a special projects grant of $10,000 from the West Virginia Library Commission for collection materials and $5,335 for programming.

NOW BE IT RESOLVED, That the fiscal year 2007-08 budget be increased to reflect this additional revenue of $15,335 to be used for collection materials and programming.

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RESOLVED, That the Kanawha County Public Library budget for FY 2007-08 be amended by $47,051 to receive funds from the Institute of Museum and Library Science for reimbursement of IMLS grant salaries and puppet show expenses.
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RESOLVED, That the budget for FY 07/08 be amended to reflect an additional $21,648 in income for the Nitro Public Library; and

BE IT FURTHER RESOLVED, That any additional funds received for the Nitro Public Library be June 30, 2008 by added to the budget.

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RESOLVED, That $7,389.93 be carried forward from the FY 06/07 to the FY 07/08 budget for Nitro Library materials and equipment.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Resolution to recognize the retirement of Karen Arnett. Upon motion of Ms. Cloer, seconded by Dr. Bailey, and unanimously carried the following resolution was approved:

WHEREAS, Karen Arnett was employed by the Kanawha County Public Library in June 1986 and has submitted her intent to retire effective August 24, 2007; and

WHEREAS, Ms. Arnett has provided dedicated service as Automation Manager for the library system with great competence, diligence, caring, loyalty and integrity; and

WHEREAS, Ms. Arnett has led the library system from the most humble beginnings of the use of computers and digital technology to the automated institution it is today, able to meet the current demands of patrons and staff and poised to meet their demands well into the new century for the new proposed Library; and

WHEREAS, Ms. Arnett has been the driving force behind the library's relationship with Kanawha County's public school system and her dedication to the ongoing education for school library staff has been a critical component of the program's mission to increase resources for the Kanawha County public education system;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Arnett's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Arnett a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Board of Directors and a copy thereof be furnished to Ms. Arnett.

2. Committee Assignments. Mr. Albert stated that the 2007-2008 committee assignments will be sent to each Board member by the end of next week.

3. Funding under Special Bills. Mr. Albert stated that he and/or Mr. Engelbert will be attending a meeting at the Library Commission with the nine other Public Libraries that have the Special Acts to discuss Senate Bill 541 and attempt to devise a plan to resolve the issue involved with the Act.

4. Audit Committee. Mr. Albert appointed Mr. Engelbert, Mr. P. Smith, and Ms. Truluck to serve on the Audit Committee. Mr. Albert will also serve on the committee.

Upon motion by Mr. Kauffelt, seconded by Dr. Byrd, and unanimously carried the above named individuals will serve on the Audit Committee.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 31, 2007

The Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, August 31, 2007 at 8:30 a.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Pauer	Ms. Woody

Guest: Mr. Justin Anderson, Charleston Daily Mail, Mr. John Green, WSAZ-3 News, Mr. Mike Harman, St. Albans citizen, Mr. Jennifer Smith, Metro News Network, Mr. Bob Schwarz, Charleston Gazette and Mr. Chris Winton, Ray, Winton, and Kelly.

Also present: Mr. Alan Engelbert, Director, Ms. Caren Doyle, Human Resources Manager, Ms. Cindy Miller, Marketing and Development Manager, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert stated that the purpose of this meeting was to discuss the library's funding in regards to the Board of Education. Mr. Albert stated that he received a letter from Dr. Ron Duerring, Superintendent of the Kanawha County Board of Education dated August 6 stating that the Board of Education would no longer provide levy funds to the library.

Mr. Winton explained how the school aid formula works and stated that in the past, the state has refused to offset with state funds the local property tax revenue the school board levies for the library. Several years ago the school board sued the state Department of Education saying it was unfair that the library contribution wasn't considered when the state calculates how much money to return to county school systems. The Circuit Court sided with the state but the state Supreme Court last year reversed the decision saying that the state's handling of the school aid formula violated the principle of equal protection under the law, and directed lawmakers to fix the funding issue.

The new state law says that the "library funding obligation on the regular school board levies created by a special act shall be paid from that portion of the levies which exceeds the proportions determined to be local share."

The school board takes the position that the new law says school boards may pay libraries if they have enough extra money to do so. Mr. Winton stated his opinion that the Board of Education did not have the legal authority to make that decision.

After discussion and upon motion by Dr. Bailey, seconded by Mr. P. Smith, and unanimously carried, with the exception of Mr. Reustle who abstained, the following resolution was approved:

WHEREAS, on March 13, 2007, the Board of Directors of the Kanawha County Public Library (KCPL) submitted a written request to the Board of Education of Kanawha County (Board of Education) to lay a levy in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, that will produce $2,516,000 of the KCPL's estimated budget of approximately $7,691,144;

WHEREAS, in a letter dated August 6th and August 14, 2007, the Board of Education of Kanawha County responded by stating that the Board of Education will have no Available Excess Amount from its 2007-2008 Regular Tax Levy and that the Board of Education declined the KCPL Funding Request;"

WHEREAS, the KCPL responded to the Board of Education by letter dated August 27, 2007, stating that the Board of Education has misinterpreted the applicable statutes and has the legal obligation to pay the mandatory library funding obligation;

WHEREAS, the Board of the Library believes that the President and the Director, with the advice of counsel, should be authorized to take certain steps, including, if necessary, the initiation of legal actions to attempt to restore, secure, and protect the funding from the Board of Education to the KCPL;

NOW THEREFORE BE IT,

RESOLVED, that the Board of Directors of the KCPL authorizes the President or the Director, with the advice and assistance of Counsel, to conduct such meetings and negotiations with Board of Education personnel on behalf of the KCPL as in their discretion is appropriate and necessary to attempt to satisfactorily resolve this issue; and be it further

RESOLVED, that if, in the opinion of the President and the Director of KCPL,

with the advice and assistance of the Counsel to the Library, timely negotiations and meetings are either rejected by the Board of Education or its representatives or are not productive, the Board of KCPL hereby authorizes the President and the Director on behalf of the KCPL to undertake such legal actions on behalf of the KCPL, including actions or proceedings for money damages or injunctive relief as may be required in their discretion to remedy this critical funding situation for the KCPL; and be it further

RESOLVED, that the President and Director of the KCPL be, and they hereby are, authorized to sign any documents, pleadings, civil actions or other legal filings or pleadings, settlements, stipulations or other documents or to undertake any other steps necessary or incidental to carrying out the purpose or intent of the foregoing resolutions.

Mr. Albert stated that a meeting with Dr. Duerring has been scheduled for Tuesday, September 4 to discuss this matter.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 10, 2007 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Pauer	Ms. Woody

Also present were: Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Dr. Byrd, and unanimously carried, the minutes of the August 13, 2007 and the minutes of the Special

Board of Director's meeting minutes of August 31, 2007 were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried, the payment of Book Bills in the amount of $90,042.01 and the General Bills in the amount of $201,663.55 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,876.45 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Russell, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of August, including:

- SB 541 and Funding Issues. Release of funds for materials purchases, one time expenditures and on a limited basis to fill vacant positions.
- Management of the Automation Department and Upgrade of the Phone System.
- Visits to Branch Advisory Boards
- Replacement of the Bookmobile
- Incident involving subpoena by U.S. Marshall

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. M. Smith reported that the Financial Affairs Committee had met earlier to discuss an amendment to the budget. Upon motion duly made and seconded the following resolution was unanimously approved:

> RESOLVED, That the FY 2007/08 budget be amended to reflect an additional $46,366.50 in income from the West Virginia Library Commission for the Gates Grant.

Mr. M. Smith also reported that when the Board acquired the McCabe property there were two tenants. One of the tenants, the owner of a hair salon is moving out of state and would like to transfer the lease agreement to another individual who will keep the business as a hair salon. After discussion and upon motion duly made and seconded the following resolution was unanimously approved:

> RESOLVED, That Ms. Gagnon of 180 Hair Studio be authorized to transfer her lease agreement to Ms. Evelina Dillon with the understanding that the lease be on a month-to-month basis and the Library will provide at least six months notice to vacate.

Mr. Engelbert stated that he had recently received an inquiry about leasing space at the Dickinson Street property from an individual wanting to open a restaurant. Mr. Engelbert asked for direction from the Board about future inquiries. After some discussion, the Board advised Mr. Engelbert review any requests and report back to the Board those he believes the Board may want to pursue.

Mr. Engelbert reported that the Bookmobile will need replaced soon. Some funds have been set aside for this expenditure and Mr. Engelbert stated that he would like to

pursue grant money from other sources. After discussion, Mr. Engelbert was authorized to seek grant money from various sources, but to report back to the Board before undertaking any specific action with respect to replacing the current Bookmobile.

At this point in the meeting Mr. Engelbert left the meeting.

Mr. M. Smith reported that during negotiations of employment Mr. Engelbert had requested all of his moving expenses be paid. Mr. Engelbert has submitted a bid from the movers. After discussion, and upon motion duly made and seconded, the Board agreed to pay for Mr. Engelbert's moving expenses at the level of the actual expenses, but not to exceed the amount of the bid.

Mr. Engelbert then rejoined the meeting.

OLD BUSINESS

1. Update on funding under special bills. Mr. Albert thanked everyone for their astonishing effort on the Library's funding issues with the Board of Education. Mr. Albert stated that plans are to work with the Board of Education members and the various public law libraries to see if there was an acceptable resolution of this issue.

NEW BUSINESS

1. Naming Opportunities. Mr. Albert reported on two naming opportunities for the

new main library. Mr. and Mrs. Paul Moran have requested the Large Casual Reading area and the descendants of John L. and Maude H. Dickinson have requested a space in the children's area. Upon motion duly made and seconded the Board unanimously approved both naming opportunities.

2. Resolution to recognize 2007 Volunteens. Upon motion duly made and seconded the following resolution was unanimously approved:

> WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and
>
> WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and
>
> WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2007 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 8, 2007 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith

Also present were Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the September 10, 2007 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $46,484.35 and the General Bills in the amount of $211,509.07 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $599.61 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of September, including:

- Status of public wireless access and voice mail
- Hiring new Information Technology Manager, filling other vacant positions and beginning review and analysis of personnel and compensation systems
- Issues and activities related to Senate Bill 541 and funding
- Attendance at the WVLA Annual Conference and the upcoming WV Book Festival

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Albert reported that the Building Committee has been discussing property acquisitions and have been meeting with property owners. Ms. Chris Winton has completed title searches on a few of the proposed properties and Mr. Gene Zdrojewski is updating the appraisals on the properties.

2. Financial Affairs. Mr. M. Smith presented the following resolution:

RESOLVED, That the fiscal year 2007/2008 budget be increased by $5,000 to acknowledge receipt of a special grant from the West Virginia Library Commission for the West Virginia Book Festival.

After discussion and upon motion duly made and seconded the above resolution was unanimously approved.

Mr. Engelbert stated that proposals for the upcoming audit are due by November 4th. The Financial Affairs Committee will then meet to review the proposals. Mr. Engelbert also requested that Ms. Kim Duff be added to the Audit Committee. Ms. Duff was duly appointed by Mr. Albert.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Basket Auction. Ms. Silbernagel stated that the 2008 Silent Basket Auction has been

scheduled for April 5, 2008 at the offices of Farmer, Cline, and Campbell. Everyone was encouraged to donate a basket or items for a basket.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

NOVEMBER 12, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 12, 2007 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Mr. Albert	Ms. Silbernagel
Dr. Bailey	Mr. M. Smith
Dr. Byrd	Ms. P. Smith
Ms. Chilton	Ms. Tarr
Mr. Kauffelt	Ms. Woody
Mr. Rolston	

Also present were: Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the October 8, 2007 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $68,529.65 and the General Bills in the amount of $177,797.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,311.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of October, including:

- Attending the West Virginia Book Festival;
- Implementing voice mail and the automated attendant at the Main Library;
- Visiting a new bookmobile bound for Louisiana to examine features;
- Rearranging staff to achieve more efficient use of available staff and prepare for staffing patterns at the new main library building;
- Planning for expenditure of the 2007/2008 budget through the end of the year;
- Alerting the Board for the need to discuss the development of the 2008/2009 budget, including the need to draft two proposed budgets.

REPORTS OF COMMITTEES:

1. Audit Committee. Mr. Albert reported that the Audit Committee, consisting of Ms. Kim Duff, Mr. Alan Engelbert, Mr. Matt Smith, Ms. Norma Truluck and Mr. Albert met to discuss the upcoming audit. Four proposals were submitted for the audits. After evaluating each proposal the Committee recommended the following resolution.

WHEREAS, the Kanawha County Public Library Board desires to have audits conducted for fiscal years 2004/2005; 2005/2006 and 2006/2007; and

WHEREAS, the Board's Audit Committee has solicited proposals and evaluated the proposals according to State guidelines;

NOW THEREFORE BE IT

RESOLVED, that the Board approves the hiring of Suttle and Stalnaker, CPA to conduct the above-referenced audits and authorizes the Director to enter into a contract for those services in accordance with the proposal.

Upon motion duly made and seconded the above resolution was unanimously approved.

2. Financial Affairs. Mr. M. Smith reported that the Financial Affairs Committee met to discuss the costs of the upcoming audits, budget transfers, and to establish a fund to accept, expend and properly account for monies for the new main library project and the branch library projects.

After discussion and upon motion duly made and seconded the following resolutions were approved:

RESOLVED, that the following transfers of funds be approved in relation to the FY 07/08 budget:

Transfer to	Amount	Transfer from
Unemployment Compensation	$ 5,000	Contingency
Audit	$19,000	Contingency
Recruitment	$10,795.38	Contingency

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RESOLVED, that the following transfers of funds be approved in relation to the FY 07/08 budget:

Transfer to	Amount	Transfer from
Construction Fund (New Main Library)	$150,000	General Fund (Capital Exp. – Main Bldg.)
Construction Fund (Branch projects)	$ 50,000	General Fund (Capital Exp. – Branch projects)

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WHEREAS, the Kanawha County Public Library Board of Directors (Board is pursuing the construction of a new main library (New Library) and construction/renovation of various branches (Branches) for the Kanawha County Public Library (KCPL);

WHEREAS, in order to track and accurately account for expenditures for the purchase of property, professional services or other disbursements in connection with the New Library and Branches, the Board believes it is advisable to establish a fund related to the New Library and Branches with the Kanawha County Board of Education ("KCBoE") and to authorize the KCBoE to distribute funds from that fund at the direction of the Library.

NOW THEREFORE BE IT

RESOLVED, that the Board hereby authorizes the Library Director to take such steps as are necessary to establish a construction fund with the KCBoE for the New Library and Branches and authorizes journal entries for prior years and current expenditures into or from that construction fund for matters related to New Library and Branches; and be it further

RESOLVED, that the KCBoE, the designated fiscal agent for the KCPL, be and hereby is authorized and directed to open a checking account for the construction fund and to disperse checks as directed by the Director of the KCPL or such other person as may be directed by the Board of the CKPL from time to time; and be it further

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions.

NEW BUSINESS

1. Martha Wehrle. Mr. Albert reported that Ms. Martha Wehrle, Kanawha County Public Library Foundation member and strong supporter of the Kanawha County Public Library died October 31. Upon motion duly made and seconded the following resolution was approved:

WHEREAS, Martha Gaines Wehrle, who had served as a member of the board of The Library Foundation of Kanawha County, Inc. since its inception in 1994, passed away unexpectedly on October 31, 2007, and;

WHEREAS, Martha Gaines Wehrle, worked constantly and tirelessly for the common good of all West Virginians statewide with her many years of service in the West Virginia Legislature as both a delegate and state senator; and;

WHEREAS, Martha Gaines Wehrle brought an impressive intellect, wisdom, graciousness, good humor, and great enthusiasm to her active participation in the wide range of cultural and educational organizations to which she gave her time and considerable talents, and;

WHEREAS, Martha Gaines Wehrle has set a high standard of community service in her tireless efforts on behalf of The Library Foundation of Kanawha County, Inc. where she provided leadership that was instrumental in shaping the infrastructure of the Foundation; and;

WHEREAS, Martha Gaines Wehrle was a fervent supporter of the efforts of The Library Foundation and Library, including the current *Open a Modern Classic* capital campaign, and;

WHEREAS, she also supported the Foundation's premier event, the West Virginia Book Festival, by providing advice and programming ideas, as well as financial support;

NOW, THEREFORE BE IT

RESOLVED, that this resolution acknowledging the life, work and many accomplishments of Martha Gaines Wehrle, and the appreciation of The Library Foundation of Kanawha County, Inc. for her advocacy in support of the Kanawha County Public Library, and an expression of deepest sympathy be spread across the minutes of this meeting and that a copy be sent to members of her family.

At this point in the meeting Mr. Albert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon upon motion duly made and seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

After discussion and upon motion duly made and seconded, the following resolution was unanimously carried:

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, John Ziebold, certain other members of the Ziebold Family and a

Trust for members of the Ziebold Family ("Ziebolds") are the owners of one of the tracts that is to be exchanged with the US Postal Service for a tract that lies within the footprint of the proposed New Library building and has indicated that the tract is available for purchase, such tract being located at 216 Dickinson Street (the "Property"); and

WHEREAS, the Ziebolds have indicated that they are willing to sell the Property to the KCPL for a certain sum as discussed with the Board of Directors in executive session; and

WHEREAS, the Board believes that the President and the Director of the KCPL should attempt to purchase the property at a value consistent with the appraisal of the property by the Library's appraiser in a report dated November 5, 2007;

NOW THEREFORE BE IT

RESOLVED, that the Board of the KCPL authorizes the President or the Director on behalf of the KCPL to enter into a purchase agreement or other instrument or agreement in order to purchase the Property from the Ziebolds at or below the price range discussed with the Board in executive session, such purchase to be funded either from the KCPL unencumbered fund balance, from other funds available in trust, or in such other manner as may be deemed appropriate and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the property, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Property for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Property for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Property from the Ziebolds for and on behalf of the Library, subject to later adequate fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between the Ziebolds and said donor; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolution.

Mr. Albert stated that in a matter with respect to the pending dispute of the library's funding and for the reason stated in executive session a motion was duly made and seconded that the Board authorize the Board President to retain Chris Winton to draft a court pleading regarding Senate Bill 541 with the understanding that the President be authorized to expend fees up to $10,000 for the drafting and filing of this pleading with the West Virginia Supreme Court of Appeals; and before filing a lawsuit this matter will be brought back to the Board for further instructions. With the exception of Ms. Tarr, who abstained, all were in favor.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

DECEMBER 10, 2007

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 10, 2007 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Cloer	Ms. Silbernagel
Ms. Pauer	Mr. M. Smith
Ms. Poffenbarger	Mr. P. Smith
Mr. Reustle	Mr. Tarr
Mr. Rolston	

Guest: Ms. Jane Turner, Friends Group

Also present were Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey presided. The director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 12, 2007 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $54,722.79 and the General Bills in the amount of $145,345.22 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of November, including:

- Circulation of materials has increased by 2% year-to-date.
- The Library has experienced great difficulty in attracting applicants for vacant positions and will delay further advertising and recruitment efforts until after January 1st.
- Use of the automated attendant on the telephone system reduced the number of phone calls handled in Control by 32% compared to November 2006.
- Lights in public areas throughout the building are being turned on much closer to opening time than they had been, for environmental and fiscal reasons.

NEW BUSINESS:

1. Friends Update. Ms. Jane Turner, Friends Group member reported that Basket Auction is scheduled for April 5, 2008 at Farmer, Cline and Campbell. Ms. Turner distributed information regarding ideas for different types of baskets and asked that if anyone would like to donate a basket or items for a basket to let her know.

2. Library Day at the Legislature. Mr. Engelbert stated that Library Day at the Legislature is January 17, 2008. Board members are urged to participate. Tickets for the reception in the Great Hall of the Cultural Center may be purchased from Angie Cash.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Engelbert reported the Financial Affairs Committee met and discussed the library's upcoming budget in regards to the uncertainties of library funding for the next fiscal year. Mr. Engelbert made the following recommendations, as approved by the Finance Committee:

- Reduce the amount designated in the General Fund for construction projects from $842,000 to $350,000.
- Control expenditures through the end of FY 2007/2008 for personnel, materials and operations with a goal of under expending the budget by approximately $500,000
- Develop a contingency budget for FY 2008/2009 that would seek to effect reductions of approximately $400,000 in personnel and materials expenditures, and that would utilize budgetary resources available in such a way that major disruptions or reductions in Library service are avoided.

The Board discussed these recommendations and agreed by consensus to direct Engelbert to manage the Library and the budget process according to these recommendations.

The Financial Affairs Committee also discussed the following resolutions:

RESOLVED, that the Board hereby changes the amount designated in the General Fund for property acquisitions and new library construction from $842,000 to $350,000.

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RESOLVED, that $225,000 be transferred from the Jacobson Trust Fund and $225,000 be transferred from the Library Foundation in to the Capital Construction Fund for property acquisitions and new library construction.

Upon motion duly made, seconded and unanimously carried the above two resolutions were approved.

OLD BUSINESS:

1. Update – Property Acquisitions. At this point in the meeting Mr. Engelbert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon upon motion duly made and seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.
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Upon motion duly made, seconded and unanimously carried authorization was given to the Board President and Library Director to acquire the Ziebold property at the price indicated in executive session pending a satisfactory environmental review.

Upon motion duly made, seconded and unanimously carried authorization was given to the Board President and Library Director, if they deem it appropriate and necessary, to file a motion with the West Virginia Supreme Court of Appeals seeking issuance of a mandate on whether Senate Bill 541 resolved the equal protection issues involved with the school aid formula and the requirement to fund the Kanawha County Public Library out of the Kanawha County Board of Education regular levy.

There being no further business the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JANUARY 14, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 14, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Dr. Bailey	Ms. Russell
Dr. Byrd	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Ms. Pauer	Mr. P. Smith
Ms. Poffenbarger	Ms. Woody
Mrs. Rugeley	

Also present were: Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 10, 2007 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $45,735.40 and the General Bills in the amount of $126,812.87 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $17.14 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on activities for the month of December, including:

- Ongoing work involving the political, legal and fiscal issues involved with funding received through the County Board of Education
- Assisting with property acquisition for the new library
- Extensive review of the 2001 Building Program Statement and 2003 schematic design for the new building with representatives from ZMM, including sizes and

locations of functional areas and location and configuration of the building on the site.

- Momentum continues to grow for raising the private and public funds necessary to carry out the building projects.

Mr. Engelbert reminded everyone that Library Day at the Legislature is scheduled for Thursday, January 17, 2008. If anyone would like to purchase a ticket to the reception see Angie Cash.

OLD BUSINESS:

1. Update on Library Funding. Mr. Engelbert reported that a letter was sent to Kanawha County Board of Education members asking that library funding not be transferred to an excess levy. The Kanawha County Board of Education met on January 10, 2008, and decided not to move the funding at this time.

Mr. Engelbert also stated that the Kanawha County Board of Education filed a motion with the Supreme Court regarding Senate Bill 541. The motion is asking that the Court agree that either the Kanawha County Board of Education does not have to fund the Kanawha County Public Library or that the law gives the Board of Education complete discretion to decide at what level to fund the library. KCPL filed a motion to intervene with the Supreme Court, asking the Court to rule that SB 541 did cure the constitutional defects in the school aid formula.

The library has also written to the Kanawha County legislative delegation asking them to take a leadership role in correcting what appear to be two technical defects in Senate Bill 541. First, Section (h) allows a county school board required to fund a library out of its regular school levy revenues to transfer that library funding obligation to an excess levy election. We believe there is a technical, timing problem with the language of the statute when an action is taken to transfer the funding obligation from the regular levy to the excess levy, which could result in the library receiving no funding for an entire fiscal year. Second, we believe that the language in Section (f) concerning paying the library funding obligation from the local share is somewhat ambiguous and may be subject to varying interpretations. We suggested that the language should be technically clarified in order to make the Legislature's intent clear as to how the library funding obligation should be paid.

REPORTS OF COMITTEES:

1. Financial Affairs. Upon motion duly made and seconded the following resolution was approved:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2008/2009:

Branch Contributions	**FY 08/09**
Clendenin	$3,818
Cross Lanes	7,820
Dunbar	63,943
Elk Valley	6,548
Glasgow	725
Marmet	3,050

Riverside	6,860
Sissonville	6,007
St. Albans	94,590
	$193,361

After discussion and upon motion duly made, seconded and unanimously carried the above resolution was amended to reflect the 07/08 fiscal year contribution requests and was approved follows:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2008/2009:

Branch Contributions	**FY 07/08**	**FY 08/09**
Clendenin	$3,912	$3,818
Cross Lanes	7,728	7,820
Dunbar	60,276	63,943
Elk Valley	6,326	6,548
Glasgow	700	725
Marmet	2,950	3,050
Riverside	6,630	6,860
Sissonville	5,680	6,007
St. Albans	93,406	94,590
	$187,608	**$193,361**

Upon motion duly made, seconded and unanimously carried the following resolution was approved.

RESOLVED, That the fiscal year 2007/2008 Book Sale balance be moved from the general operating funds balance to the special funds balance in order to improve the accounting processes from a manual balancing system to the automated accounting system.

BE IT FURTHER RESOLVED, That the 2008/2009 general operating funds budget for the book Sale proceeds be moved to the special funds budget.

NEW BUSINESS:

1. Naming Opportunities. Mr. Engelbert reported on two naming opportunities for the new main library. Verizon West Virginia, Inc. has requested the Meeting Room Technology and ECA Foundations have requested one of three Cozy Reading Spaces for Children. Upon motion duly made and seconded the Board unanimously approved both naming opportunities.

There being no further business, the meeting adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

FEBRUARY 11, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 11, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board members were present:

Mr. Albert	Ms. Russell
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Silbernagel
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Whitehead
Ms. Poffenbarger	Ms. Woody
Mr. Reustle	

Also present were: Mr. Alan Engelbert, Director, and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 14, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $81,047.40 and the General Bills in the amount of $197,832.83 were approved and transmitted for payment by the Library Director to the board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $7,306.89 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of January, including:

- Legislation proposed to make technical changes to Senate Bill 541;
- The start of the process to develop the Fiscal Year 2008-2009 Budget;
- Discussion with Kanawha County of calculation of final payments for FY 2006-2007;
- Recycling of 2,322 pounds of obsolete computer equipment;

- Wireless access to the Internet at all branch facilities except Glasgow and Marmet;
- Notification of award of Community Participation Project funds through Kanawha Legislators, which will be used for a number of projects at the branches and main, plus partial offset of replacement costs of the bookmobile.

Mr. Engelbert complimented Jane Hughes for her work on automation-related issues and grant applications, and Sandy Frercks, Margaret McGarrity and Susanna Holstein for radical and substantial improvement of the book sale area; and reminded the Board of the upcoming Staff Development Day.

OLD BUSINESS

1. Update on Library Funding. Mr. Engelbert reported that the Library has had several contributions recently for the capital campaign.

Mr. Albert reported that key members of the Capital Campaign/Public Finance Committee meeting met with representatives of the County Commission, City and others. Discussion took place on public financing and the different options that are available to the Kanawha County Public Library.

2. Friend's Basket Auction. Ms. Silbernagel stated that the Friends group now has 60 baskets for the event scheduled on April 5, 2008. Monies will go to Children's Programming again this year. Ms. Silbernagel asked everyone to help with the sale of tickets which are $25 each.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MARCH 10, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 10, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Ms. Russell
Dr. Byrd	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Ms. Whitehead
Ms. Pauer	Ms. Woody

Also present were Mr. Alan Engelbert, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 11, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $32,831.28 and the General Bills in the amount of $165,280.06 were approved and transmitted for payment by the Library Director to the Board of Education of the county of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from special Funds of $1,320.71 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of February, including:

- Issues in the Accounting area with the departures of Norma Truluck and Kim Duff.
- Continued work on development of budget proposals to present to the Personnel and Finance committees and his intent to closely monitor the budget processes of the three levying authorities in relation to Library funding.
- Intensive work with the Legislature on Senate Bill 593.

Engelbert thanked the members of the Kanawha County legislative delegation for their help and support with SB 593 along with Senator Plymale and Delegate Mary

Poling, J.D. Waggoner, Chris Winton and the directors of various libraries around the state.

Dr. Bailey made a motion to send thank you letters to all the legislatures who have shown support to the library during the legislative sessions.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey reported that the Personnel Committee met today to review a draft evaluation form for the Library Director. Dr. Bailey also stated that after revisions are made, the evaluation form will be sent to all Board members and selected staff members. The Personnel Committee would like to have the completed evaluations back by the end of April.

2. Financial Affairs Committee. Mr. M. Smith presented the following resolutions:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,613,912 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2008;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the

support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $875,745 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2008;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,613,912 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2008;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Upon motion duly made, seconded and unanimously carried the above resolutions were approved.

Mr. Engelbert reported that the library will receive $49,680 from Community Participation Project grants this year.

NEW BUSINESS:

1. Resolution for Eddie Childers. Upon motion duly made, seconded and unanimously carried the following resolution was approved:

WHEREAS, Eddie Childers was employed by the Kanawha County Public Library in February 1989 and has submitted his retirement effective February 20, 2008; and

WHEREAS, Mr. Childers has provided dedicated service as Senior Buildings Operations Technician for the library system with great competence, diligence, caring, loyalty and integrity; and

WHEREAS, Mr. Childers has fulfilled the responsibilities of the position in a highly exemplary fashion including a high degree of dependability, technical skill and thoroughness;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Childers' years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Childers a retirement filled with good health and enjoyment in whatever areas of interest and endeavor he may choose;

AND BE IT FURTHER RESOLVED That this resolution be spread upon the minutes of this meeting of the Kanawha County Board of Directors and a copy thereof be furnished to Mr. Childers.

2. National Library Week Resolution. Upon motion duly made, seconded and unanimously carried the following resolution was approved:

WHEREAS, April 13 through April 19, 2008 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of almost one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 10, 2008 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

3. Basket Auction. Ms. Silbernagel reminded everyone of the "Tisket A Tasket" Basket Auction scheduled for April 5, 2008. Ms. Silbernagel asked everyone to help with the sale of tickets which are $25 each.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

APRIL 14, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 14, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Directors were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Cloer	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Ms. Poffenbarger	Mr. P. Smith

Also present were Mr. Alan Engelbert, Director, Ms. Cindy Miller, Marketing and Development Manager and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 10, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $65,804.16 and the General Bills in the amount of $121,106.07 were approved and transmitted for payment by the Library Director to the Board of Education of the county of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $754.51 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Mr. Engelbert reported that Angie Cash, Administrative Assistant has submitted her resignation effective April 16, 2008. Mr. Albert, Mr. Engelbert and various Board members thanked Ms. Cash for her dedicated, efficient and loyal service to the Kanawha County Public Library throughout her time at the library and expressed regret at her departure. Mrs. Rugeley invited everyone to a reception in honor of Ms. Cash on Wednesday, April 16, 2008 at 11:30am.

Ms. Miller reported on the success of the basket auction, "A Tisket, A Tasket, A Literary Basket" and stated that the Friends Group is already making plans for next year's event.

Ms. Miller also reported that a Team Captain's meeting was held on April 10,

2008 in the Ray Room, Main library to discuss launching an eight week fundraising push. An updated flythrough of the new main library was also shown.

The order of business was then moved to New Business, Naming Opportunities.

Ms. Miller reported on two naming opportunities for the new main library. Mr. and Mrs. John Elliot have asked for the $500,000 Gallery with the name of the Elliot Foundation.

The second gift is for $125,000 and is being given anonymously at this time. This family would like to name the Small Business Center and will reveal their name at a later date.

Upon motion duly made and seconded the Board unanimously approved both naming opportunities.

Mr. Engelbert thanked Ms. Miller and Ms. Papadopoulos for all their fundraising efforts.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of March, including:

- Continued work on issues involved with the building project and property acquisition.
- Preparation of the FY 2008-2009 budget and follow-up on requests to levying authorities.

- Follow up on legislative issues including SB 593, the Governor's veto of half of the $2 million increase in Grants in Aid to public libraries and the Governor's veto of a bill that would have removed term limits for trustees of WV library boards of directors (this does not impact KCPL, however).

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey reported that the Personnel Committee met and discussed the proposed budget for the next fiscal year and also discussed a small benefit package for part time staff. The Personnel Committee will be taking the proposal to the Financial Affairs Committee at a later date and the budget will be presented at the May meeting.

2. Financial Affairs Committee. Mr. M. Smith presented the following resolutions:

RESOLVED, That the Kanawha County Public Library budget for FY 2007/08 be amended to receive $5,000 from the federal LSTA grant.

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RESOLVED, That the Kanawha County Public Library budget for FY 2007/08 be amended to receive $49,680 from the state Community Participation Program grants.

Upon motion duly made, seconded and unanimously carried the above resolutions were approved.

RESOLVED, That the following transfers of funds be approved in relation to the FY 07/08 budget:
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Transfer to:	**Amount**	**Transfer from:**
Administration Automation Supplies	$ 5,000	Contingency
Dunbar Furniture/Equipment	$ 2,400	Contingency
Professional Fees (Accounting Firm/audits)	$15,000	Fund Balance

Upon motion duly made, seconded and unanimously carried the above resolutions were approved.

NEW BUSINESS:

1. Nominating Committee. Mr. Albert stated that he would like to increase the Nominating Committee and would also like to have a meeting to discuss possible candidates for the Board of Directors. Those appointed to the Nominating Committee were: Dr. Bailey, Ms. Chilton, Ms. Cloer, Mr. M Smith and Mrs. Rugeley. Mr. Albert will serve as ex-officio member.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS

HELD ON

APRIL 21, 2008

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 21, 2008 at 8:00 a.m. in the John V. Ray Room of the Library pursuant to proper notice.

The following Board members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Ms. Chilton	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith

Also present were Alan Engelbert, Director and Mr. Chris Winton of the law firm of Ray Winton and Kelly.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert reviewed the history of the prior actions and processes followed by the Library for the acquisition of property located at 216 Dickinson Street, referred to as the Ziebold property. Mr. Albert apprised the Board of issues remaining that could affect the purchase of the property.

After discussion a motion was made, seconded and unanimously carried that the Board acknowledged and understands the report on environmental conditions, and that

the President is authorized to acquire the property at the contracted price or at a price which may include any other monetary concessions or arrangements as may be negotiated within the range previously approved by the Board.

The Board agreed that the President should pursue to acquisition of certain other properties on the new Library site, with all agreements, terms and conditions subject to approval by the Board before any final commitments for said properties are made for the Library.

There being no further business to conduct, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MAY 12, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 12, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Dr. Byrd
Dr. Bailey	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Ms. Pauer
Ms. Woody	Ms. Rugeley
Ms. Tarr	

Also present were Mr. Alan Engelbert, Director and Caren Doyle, Manager, Human Resources

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 14, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $71,431.33 and the General Bills in the amount of $165,498.07 were approved and transmitted for payment by the Library Director to the Board of Education of the county of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from special Funds of $1,314.81 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of April, including:

- Staffing
  - Selection of new Accounting Coordinator, Kim Runion, CPA, after considerable recruitment and screening efforts. Starting date: 5/19/08.
  - Initiation of recruitment process to replace Director's administrative assistant.
  - Resignation of circulation supervisor prompts review and adjustment of duties and initiation of recruitment.
  - Close monitoring of results of retirement transfer option. Passage of option will permit a significant number of employees the opportunity for retirement within the coming months/years. With this, and the general demographics of the workforce, approx. 65% of full time staff will be eligible for retirement over the next 5-6 years.
- Finance
  - Auditor Suttle & Stalnacker completed the necessary IRS filing for the Foundation. They have asked the State for an extension to complete audits to July 31st. Final preparation for FY 05-07 financial audits is progressing well, through the contractual assistance of Chambers Paterno and Associates in information gathering and report preparation. The process of selecting an auditor for FY 08 will have to begin shortly after June 30th

- Building Projects
  - We closed on the Ziebold property and now own it.

- Statutory Compliance
  - Visit made to Nitro Library for evaluation as part of the new Administrative Rule for Service Center libraries. Ms. Karen Boggess of Nitro, Mr. A. Engelbert and Ms. L. Miller, Associate Director of Public Services were in attendance. Engelbert attended a meeting of the Nitro Board of Directors.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey presented a revision to Personnel Policy #201, Paid Leave. Dr. Bailey indicated a review of the proposed change took place during Personnel Committee meeting of April 9, 2008. The change will limit accumulation of sick leave to a maximum of 900 hours and will be effective July 1, 2008. It will only impact employees hired on or after the effective date.

Upon motion duly made, seconded and unanimously carried the changes to Personnel Policy #201 were approved as presented.

Dr. Bailey reminded members of the Board of the June 2nd deadline to submit the Annual Performance Review Form for the Library Director.

2. Financial Affairs Committee. Mr. M. Smith presented the proposed budget for Fiscal Year 2008/2009.

Mr. Albert reported that the budget had been extensively reviewed during the Finance Committee Meeting of April 30, 2008.

Discussion took place regarding the proposed budget and the management of available funds. Upon motion duly made, seconded and unanimously carried, the KCPL Fund Balance Recommendations were accepted and the Budget for Fiscal Year 2008 – 2009 was adopted in the amount of $7,703,457 in the General Fund and $469,488 in the Construction Fund, for a total of $8,172,945.

OLD BUSINESS

1. Building Project . The Ziebold property was obtained at the originally agreed price.
2. Other property acquisition. Mr. Albert reported that no other offers will be made without updated appraisal information and Board advisement and approval.

NEW BUSINESS

1. Resolution . Mr. Albert reported that the Department of Justice has requested the library enter into a contractual agreement related to improvements required at various library locations in order to meet accessibility requirements. A meeting has been scheduled with Mr. A. Engelbert and other library staff and the representatives of the Department of Justice to discuss this agreement. Mr. Albert and attorney Mr. Chris Winton will also be in attendance.

   Upon motion duly made and seconded the following resolution was unanimously approved.

RESOLVED that the Board, having been advised of the audit being done by the United States Department of Justice concerning the compliance of all Library facilities with the Americans with Disabilities Act, hereby authorizes the Board President and the Library Director to take any and all actions which they in their discretion deem necessary and reasonable to reach an agreement with the Department of Justice to assure compliance or reasonable accommodation for all Library patrons under the ADA including but not limited to agreeing on behalf of the Board to maintain, alter, repair, replace, or construct existing or new amenities, components, or systems of any Library facilities.

General discussion took place regarding the new building. Mr. Albert stated that a review of building and site plans are appropriate in the nature of due diligence. Meetings will take place to conduct a review and any resulting considerations will be brought to the Board.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JUNE 9, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 9, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Rugeley
Dr. Bailey	Ms. Russell
Dr. Byrd	Mr. M. Smith
Ms. Chilton	Mr. P. Smith
Ms. Cloer	Ms. Tarr
Ms. Poffenbarger	Ms. Woody

Also present were Mr. Alan Engelbert, Director, Ms. Kim Runion, Accounting Coordinator and Mr. Chris Winton, attorney for the library.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the May 12, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $71,551.37 and the General Bills in the amount of $96,869.65 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,123.05 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of May, including:

- Staffing
  - Kim Runion, Financial Services Coordinator, was introduced to the Board. Ms. Runion is a CPA with experience working for non-profits. She began her job on May 19.
  - The process of recruitment of an Administrative Assistant for the Director is continuing.
  - Caren Doyle continues to monitor changes brought about by the retirement system issue. Significant staff turnover is expected which will result in supervisory challenges. The structure of the organization has been under review and changes will be presented to the Personnel Committee for information, along with policies to account for changes to the retirement system, benefits for part time staff and FMLA regulations.

- Finance
  - Auditors Suttle & Stalnaker spent several weeks in Accounting during the month.
  - There are several major maintenance issues at various facilities. Engelbert will seek guidance from the Building and Finance committees and Board on the overall management of building issues in relation to construction and renovation time frames.

- Other
  - The Summer Library Club began on Saturday, June 7. An copy of an informational email detailing events at several libraries was distributed to attendees.
  - Staff is preparing for the annual Street Fair which takes place the last weekend of June.

REPORTS OF COMMITTEES:

1. Membership/Board Development Committee. Ms. Poffenbarger presented the committee's resolution:

RESOLVED, that Dr. Kenneth Bailey, Ms. Caroline Cloer and Mr. Parker Smith, Jr. be recommended to the Kanawha County Board of Education for another six year term to end June 30, 2014; and that Mr. Jeff Miller be recommended to the Kanawha County Board of Education to complete the unexpired term of Mr. Darrell Rolston to end June 30, 2009.

The resolution was carried unanimously.

2. Nominating Committee. Members will meet after the Board meeting to arrange a meeting date.

OLD BUSINESS:

1. Building Committee. Mr. Albert explained that, in the ongoing review and discussion about the new Main Library, he believed that the Building Committee should meet to consider possible changes to plans for the new Main Library and the building maintenance issues discussed by Engelbert in his Director's report. Mr. Engelbert was asked to arrange a meeting date.

2. Parking Lot Lease Agreement. Mr. Deno Stanley, the current lessor of the parking lot on the newly-purchased Ziebold property, has requested a significant reduction in the lease payments. To deal with this issue and with others which may arise as the Library acquires additional property, upon a motion by Dr. Bailey, seconded by Ms. Cloer and unanimously approved, the following resolution was adopted:

WHEREAS the Kanawha County Public Library has acquired land for the purpose of new library construction that currently is leased and being used as a commercial parking lot, and

WHEREAS the Library intends to acquire additional property currently being leased and used as a commercial parking lot, and

WHEREAS the Library wishes to reach agreement with the current lessor, or may seek to reach agreement with a different lessor, to continue to operate a commercial parking lot until such time as the property is needed for new library construction, and

WHEREAS it may prove advantageous for the Library to use the property currently owned for its own purposes or operate these commercial parking lots itself and not lease them to others

NOW THEREFORE BE IT RESOLVED that the Kanawha County Public Library Board of Directors hereby authorizes the Board President and the Library Director to negotiate and enter into agreements, leases or contracts or take other appropriate action on behalf of the Library to make the best use of property owned or acquired until such time as the property is required for the purpose of constructing a new main library facility; provided, however, that any such agreement must be cancelable on ninety days' written notice.

NEW BUSINESS:

1. Annual Meeting Date. Since the only requirement of the Annual Meeting is the election of officers, the customary annual meeting with advisory board members, community leaders and local political figures will be delayed until August. The July Board meeting (Annual Meeting) will take place at its usual time, the second Monday of the month (July 14) at 4:00 p.m. in the John V. Ray Room. Details regarding the August event will be forthcoming.

2. ADA Agreement. Mr. Albert reported that he, along with the Director, various other library personnel and Mr. Winton met with Department of Justice representatives on May 19th to discuss ADA issues and library compliance. The library expressed its desire to meet the ADA requirements but sought to negotiate a more reasonable time line to complete the necessary work. The result was a timeline spanning one month to 30 months from now. Mr. Albert reported he, Mr. Engelbert and Mr. Winton are comfortable with the provisions of the agreement and will enter the settlement agreement by Friday, June 13, 2008, based on the

resolution adopted by the Board on May 12, 2008 authorizing the President to do so.

3. Resolution to Modify 2007/08 Budget. A grant for printers for each branch has been awarded by the Gates Foundation Grant via the West Virginia Library Commission. Mr. Engelbert will see if the terms of the grant can be modified to allow purchase of other computer technology. Upon a motion by Mr. M. Smith and seconded by P. Smith the following resolution was unanimously carried:

RESOLVED, That the FY 2007/2008 budget be amended to reflect an additional $13,566.00 in income from the West Virginia Library Commission for the Gates Grant.

There being no further business the meeting was adjourned.

President

Secretary

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